



**CITY OF HOPEWELL**  
invites applications for the position of:

## **Human Resources Director**

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<b>SALARY:</b>	\$104,640.36 Annually
<b>DEPARTMENT:</b>	Human Resources
<b>JOB TYPE:</b>	Regular Full-Time
<b>OPENING DATE:</b>	01/07/22
<b>CLOSING DATE:</b>	02/07/22 11:59 PM
<b>DESCRIPTION:</b>	

*Current Residency Requirement: If you reside within 30 miles of the city limits of the City of Hopewell at the time of initial employment, you are exempt from the residency requirement. If you relocate your primary residence while employed by the City of Hopewell, you shall be subject to the residency requirement. City Council may waive this requirement.*

*\*\*Please note City Council is actively reviewing the current residency requirement and may or may not make changes that may or may not impact your interest in this position.\*\**

Performs complex professional work planning, organizing, directing, and developing human resources functions, administering wage and salary program, coordinating activities with Assistant City Manager and other departments, maintaining records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals. Departmental supervision is exercised over all personnel within the department.

### **EXAMPLES OF DUTIES:**

- Assists executive management with strategic planning and decision making by providing technical expertise and advice on any human resources related issue or initiative.
- Consults with department directors on human resources matters and conducts special studies and periodic audits to ensure compliance with laws and regulations and/or upon management request.
- Prepares reports to meet regulatory requirements and upon management request.
- Formulates, implements, assesses and makes appropriate recommendations to change human resources policies and procedures.
- Recruits and recommends candidates for hire; assigns and directs the work of department personnel; promotes, transfers, suspends, and terminate employees; disciplines and evaluates the performance of personnel.
- Represents the department within and outside the organization and keeps abreast of changes in the field to monitor any pertinent changes and for continuing education purposes.
- Oversees, develops, and coordinates the City employee training and development programs.
- Plans and administers the City's employee health insurance and wellness programs.
- Oversees the City's Workers Compensation and Risk Management Programs.

## TYPICAL QUALIFICATIONS:

### *Minimum Education and Experience:*

- Bachelor's degree in public administration, business administration, human resources, or related field and extensive experience in local government personnel and benefits administration, or an equivalent combination of applicable education and experience.

### *Licenses and/or Certifications:*

- Valid driver's license in the Commonwealth of Virginia.

### *Knowledge, Skills, and Abilities:*

- Comprehensive knowledge of principles and methods used in the Human Resources Management field with emphasis on compensation and benefits administration.
- Thorough understanding of State and Federal laws and regulations governing Human Resources Management (i.e. employment, compensation and benefits, employee relations, training, etc.) and working knowledge of local government organization and procedures.
- Leadership and strategic planning skills.
- Strong mathematical, analytical, communication, and presentation skills.
- Ability to maintain relationships with other City agencies and the community.
- Ability to deal with multiple projects/issues simultaneously.

## SUPPLEMENTAL INFORMATION:

### *Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

### *Essential Physical Activities:*

- Walking, hearing, seeing up close, standing, finger movement.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<https://hopewellva.gov/employment-opportunities/>  
The City of Hopewell is an EEO and V3 certified employer.

Position #HR030722  
HUMAN RESOURCES DIRECTOR

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

[humanresources@hopewellva.gov](mailto:humanresources@hopewellva.gov)

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