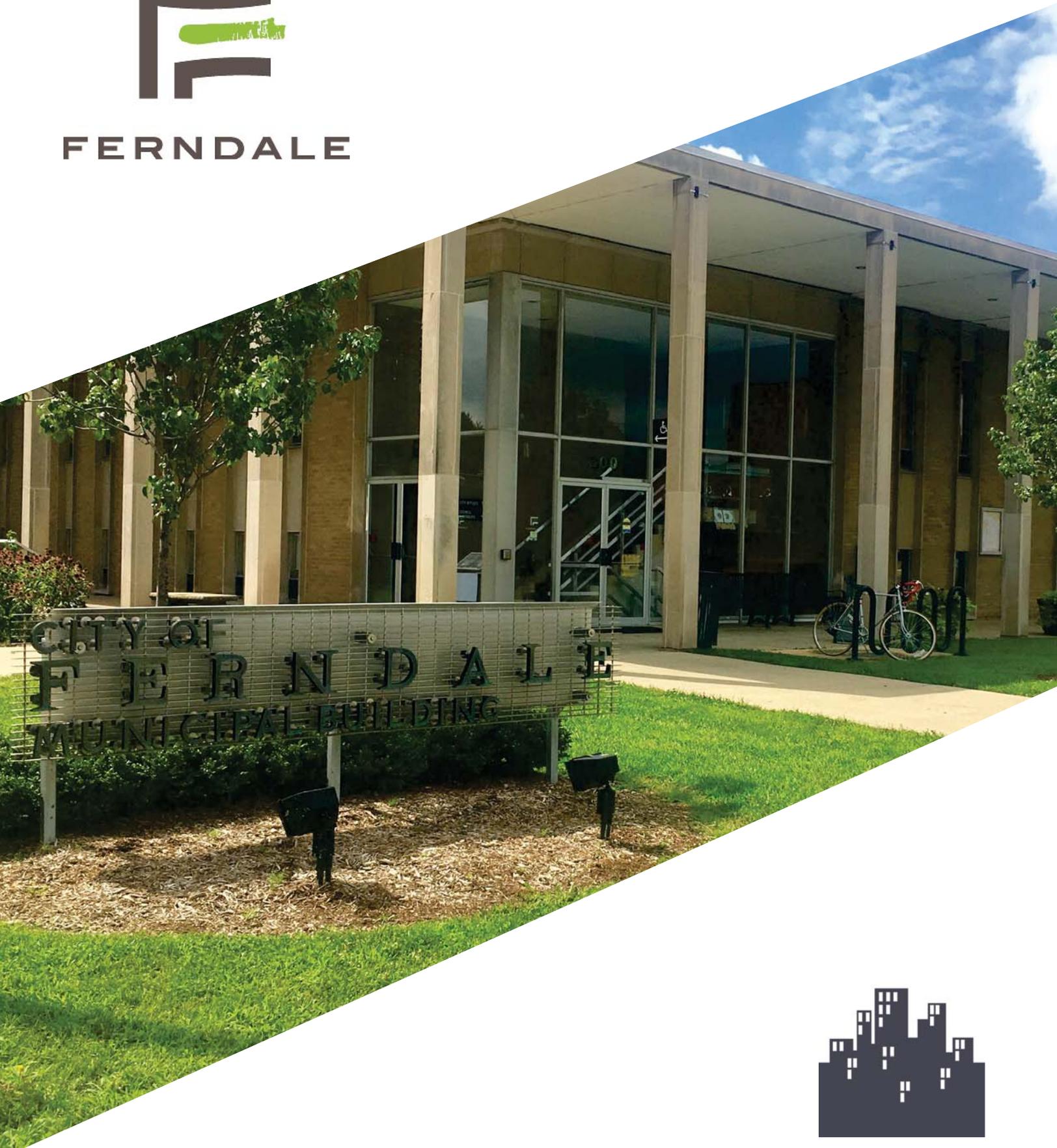




FERNDALE



Human Resources Director



## ABOUT FERNDALE

The City of Ferndale is an active community of 20,000 located in southeast Oakland County, Michigan. Known for its mix of small-town neighborhoods and vibrant downtown district, residents and visitors choose Ferndale for its unique shopping and dining, peaceful parks, and safe homes and streets. Ferndale is a community in the truest sense of the word—a place where neighbors, artists, entrepreneurs, foodies, friends, and families come together to live, work and play.

## CITY GOVERNMENT OF FERNDALE

Ferndale is run by the Council-Manager style of government. City Council consists of five councilmembers who oversee the City Manager. The City Manager has been with the City of Ferndale for nearly five years and employs a stellar management team that works together cohesively. Ferndale has approximately 130 full-time employees (FTEs) citywide.

The City provides comprehensive municipal services, including police and fire protection; community and economic development; road maintenance; parks and recreation; water, sewer, and solid waste; and an active district court. The City's budget is approximately \$48 million, which includes the \$17 million General Fund. The City is strongly positioned in the financial environment with a fully-funded employee pension fund and a nearly-funded police and fire pension. The City's credit rating was recently upgraded to AA- by Standard & Poors.

## ABOUT THE POSITION

Under the general direction of the City Manager, the Human Resources Director's primary duty is planning and implementing all human resource management functions including labor relations, benefits administration, civil service, compensation, employee wellness, managing grievance administration, organizational development and training, position classification, recruitment and selection, risk identification and evaluation, workers' compensation, and work place safety.

Priority focus areas will include:

- **Leadership:** The Director will manage the development and implementation of the HR department, goals, objectives, and policies through planning, organizing, and directing staff and activities.
- **Negotiations:** In addition to representing City management in negotiating collective bargaining agreements, mediation, and arbitration proceedings, the Director will draft proposed contract language, assemble negotiated contracts, and assist in resolving labor disputes and grievances.
- **Service:** Setting the standard for customer service, the Director will excel at establishing and maintaining effective working relationships with other employees, officials, and all members of the general public.

- **Communication:** Through exceptional oral and written communication, the Director will communicate the City's policies, procedures, and programs to City Council, staff, and the community.
- **Professional Development:** The Director will be directly involved and creating a sustainable professional development program for all our employees to establish an environment where growth and leadership and encouraged.
- **Comprehensive function:** HR work performed may include or be relate to such areas as tax, finance, accounting, budgeting, auditing, insurance, purchasing, procurement, safety and health, personnel management, employee benefits, labor relations, and legal and regulatory compliance.



## EDUCATION AND EXPERIENCE

### Required

- Graduation from an accredited four-year college or university with major course work in business administration, human resources management, public administration, or a closely related field
- Three years of experience in human resources or closely related field
- Labor relations experience
- Professional Human Resource certification (PHR) required; Senior Professional Human Resources Certification (SPHR) preferred

### Preferred

- Experience in municipal human resources

## COMPENSATION AND BENEFITS

The City of Ferndale offers a competitive salary of \$79,098-\$98,773 commensurate with experience. Ferndale's excellent benefits package includes medical, dental, and vision coverage; life insurance; generous paid time off (sick, vacation, and personal); and flexible spending accounts. A general contribution to retirement is also provided, as well as voluntary 457 deferred compensation and Roth IRA programs. A flexible work schedule is also part of the robust benefit package.

## TO APPLY

Please provide your resume and cover letter with salary requirements to the City of Ferndale at <http://ferndale-mi.iapplicants.com/ViewJob-758163.html>. This position will be open until filled; first review of resumes will be August 17, 2017. For further questions regarding this posting, please contact [alynch@ferndalemi.gov](mailto:alynch@ferndalemi.gov).

[Click here for the full job description.](#)

## OUR IDEAL CANDIDATE

The City of Ferndale is seeking a driven, innovative professional with considerable experience reflecting integrity, ingenuity, and inventiveness. Exemplary discretion and independent judgment are vital for the new Human Resources Director, but the City promotes a collaborative work environment. The selected candidate will be expected to build positive working relationships with a variety of appointed and elected officials, staff, retirees, outside agency personnel, community members, and the general public.

The new Human Resources Director will need to communicate effectively with diverse audiences and should possess great skill in presentations and public speaking. The ability to keep up with trends in the field of Human Resources is expected.

Essential knowledge includes effective project management, public personnel administration practices and policies, budgeting, record keeping, and relationship building.