



**HUMAN RESOURCES DIRECTOR  
CITY OF WAUKESHA, WISCONSIN**

**Human Resources Director – City of Waukesha, Wisconsin (71,324).** An award-winning, growing, and historic community located adjacent to Milwaukee in southeast Wisconsin, Waukesha has experienced considerable residential, commercial and employment growth. The City has been nationally recognized as one of the “100 Best Places to Live” in the U.S. Waukesha’s downtown includes a thriving arts district, new restaurants, a lively concert scene, a large and popular farmers market, and a river walk featuring views of the scenic Fox River.

The City is seeking a collaborative and accessible human resource professional to manage a comprehensive range of personnel services for a workforce of more 530 regular full-time and part-time employees, plus seasonal employees. Waukesha is a full-service municipality including Police, Fire/EMS, DPW (streets, engineering, sewer), Water Utility, Community Development, Library, Parks, Recreation & Forestry, Information Technology, Transit and administrative support services.

Key areas of responsibility include recruitment, selection and hiring, benefits, health and wellness programming, compensation and job classification, performance evaluations, policy development, collective bargaining, and legal compliance and reporting. The position manages three HR professionals, and a budget of more than \$460,000. The position reports to the City Administrator, serves as a liaison to the City’s Police and Fire Commission and staffs the Common Council’s Human Resources Committee.

The City is seeking an energetic, ethical and experienced leader with strong technical and interpersonal skills. The ideal candidate must have an inclusive managerial style, as well as clear, concise, and open communication skills. The successful candidate will:

- Be comfortable working in a fast-paced and collaborative environment;
- Have a record of problem solving, decisiveness and approachability; and
- Possess a passion for public service, and preferably have government HR experience, or private sector HR experience with a transferable skillset to the public sector.

Candidates should also have:

- A Bachelor’s and a Master’s degree in human resources management, business or public administration or closely related field, or any equivalent combination of training and experience that brings the knowledge, abilities, skills and leadership to the delivery of contemporary personnel services;
- SPHR or SHRM-SCP credentials are a plus; and
- At least seven years of experience in the human resources field, with three years of supervisory experience.

The starting salary range is \$100,000 +/- DOQ, plus excellent benefits. Candidates should apply by November 19, 2018 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. The City of Waukesha is an Equal Opportunity Employer.