

The City of River Falls, Wisconsin seeks a proven, visionary and ethical municipal human resources professional to serve as its first...

HUMAN RESOURCES DIRECTOR



The Community

The City of River Falls is a thriving and growing community located about 30 miles east of the Minneapolis/St. Paul area in Northwestern Wisconsin. With a population of 15,000 residents and 6,400 college students, this City offers the best Wisconsin has to offer. This bedroom community has a low cost-of-living, a low crime rate and an excellent quality of life for those that embrace “small town living.”

There is scenic beauty, seasonal entertainment as well as small town charm in River Falls. There are a myriad of outdoor activities for residents and visitors at the beautiful parks, campgrounds, as well as walking and biking paths. This City is home to the Kinnickinnic River, a Class I trout stream with six golf courses within a 15 minute radius of the community. Nearby residents and visitors alike frequent Willow River State Park and the St. Croix River. All enjoy the festivals and parades as a part of the River Falls Days, and the River Falls Bluegrass and Roots Festival.

River Falls was chosen as a “dreamtown” by *Demographics Daily*, a division of the American City Business Journals. This City offers superior educational opportunities at the River Falls Public School District with eight schools serving about 3,050 students. It is home to the University of Wisconsin – River Falls as well as the Chippewa Valley Technical College.



Governance

River Falls is governed by a Mayor-Council-Administrator form of government. The City Council functions as the legislative branch of government, the policy-creating body for the city's programs and services. Four district Alderpersons and three at-large Alderpersons comprise the City Council, each being elected to a two-year term. The Mayor, elected to a two-year term, serves as the City's Chief Executive Officer, presiding at City Council and Plan Commission meetings. The Mayor is a non-voting member of the City Council, voting only in the case of a tie vote.

The City Administrator serves as the Chief Administrative officer, responsible for the day-to-day operations of the City. This role assists the City Council in their policy-making and planning role as well as providing direction and oversight to City Departments. This full-service City is comprised of the Police, Fire, Public Works, Engineering, Community Development, Parks & Recreation, Library, Municipal Court and Municipal Utilities Departments along with the soon-to-be created Human Resources Department.

The City has embraced the following values for its future:

- Wellness
- Sustainability
- Safety
- Technology
- Training

Position and Organizational Profile

The Human Resources Director will serve as the Chief Strategist for the retention, attraction, and development of the organization's human resources function. This role will perform the professional and managerial duties related to human resources management, employee development and customer service. This role is responsible for employee and supervisor training programs, participates in negotiations, with extensive knowledge of State and Federal laws and regulations pertaining to Human Resources and Risk Management. The Director will manage and direct programs as well as identify and analyze staff and management development needs.

Initiatives the Director will be responsible for include:

- Develop and administer various human resources plans and procedures for all City personnel,
- Implement and update annual compensation programs; rewrite job descriptions as necessary; conduct annual salary surveys and develops merit pool; analyze compensation; monitor the performance evaluation programs and their revisions as necessary;
- Develop, recommend, and implement personnel policies and procedures, and maintain handbook on policies and procedures; oversee benefits administration to include claims resolution, change reporting, approve invoices for payment, annual re-evaluation of policies for cost-

By ordinance, the City Administrator is designated as the personnel officer for the City of River Falls with the human resources duties traditionally performed by this position along with staff from the other departments, including Finance, Police and Utilities. As the complexity of fiscal management, economic development and operations management bring more growth; it was determined the time spent by the key managers in these areas would be best spent in their respective areas of focus. The City Administrator proposed to the City Council that a Human Resources leader be hired to assist in the development of the growing and modern workforce with an emphasis in strategic human resources management with the consistency in workforce management ensured.



effectiveness, information activities program, and cash flow.

- Develop and maintain affirmative action program; maintain other records, reports, and logs to conform to EEO regulations;
- Conduct recruitments for all personnel (exempt, non-exempt, seasonal, and temporary); conduct new employee orientations; develop career development program; monitor employee training, employee relations counseling, outplacement counseling, and exit interviewing;
- Oversee the administration of recognition, awards and employee communication programs working closely with employee committees.
- Establish and maintain department records and reports, ensuring integrity and consistency of all. Participate in the Administrative Staff Meetings as well as other pertinent seminars, Council Meetings, etc. Maintain city organization charts and employee directory.
- Assist the City Administrator in maintaining the plan of administration including an organization chart which specifies authority and responsibility for all non-statutory positions of the City.



Current Issues

The following listing is representative of the challenges and opportunities the new Human Resources Director will deal with in the first twelve to eighteen months on the job and is not intended to be a comprehensive listing.

- **Establishing Credibility for the Position** – This position is newly created and has been under consideration for a number of years. The selected person must be able to establish him/herself as the human resources partner and leader that will enhance the city's operations through expert advice and recommendations. This skill must be demonstrated through learning the organization and its culture, building trust through strategic relationship building with all constituencies. The creation of this position is to focus on the long-term goals of employee training, legal compliance, record-keeping, consistency in hiring, discipline and terminations across all City departments, divisions and agencies. The most immediate needs are the review and update of job descriptions, undertaking a total compensation review as well as the updating/analysis of employee policies.
- **Staff Development** – The City is facing the challenges that most municipalities have in recent years, the maturing of the workforce and cutbacks due to the past recession. As a result, the staff is lean with a great deal of demands on their time to provide quality services to the citizenry. With the economy stabilizing, the City needs the Human Resources Director to work with all Division and Department Directors in the identification of training needs as well as succession planning efforts so as to provide quality services through high-quality, customer-centric staff focused on accountability.

Candidate Profile

The Director is responsible for managing the development and implementation of organization-wide Human Resources goals, objectives, policies, and priorities. The Director must possess the ability to work independently and relate effectively with many varying public issues and people. He/she must be able to communicate effectively with all constituencies orally and in writing. He/she will have a record of providing proactive advice to senior leadership, recommending policies and practices to achieve organizational goals. In this senior leadership role, this position serves on teams and committees, and partners with various departments and agencies for effective results. This role requires a high-degree of skill in conflict/resolution and an ability to deal with elected officials, employees and the general public. The ideal candidate will have a reputation as a collaborator and change agent with strong political and business acumen that will bring trust and respect. The ideal candidate will have the ability to balance budget and workforce challenges while maintaining quality, integrity and equity in a collaborative environment. He/she must be technologically competent with a drive for excellence.



Education & Experience

The Director of Human Resources must possess comprehensive knowledge of the principles and practices of human resources management; dynamics of employee development and professional growth; training program design and presentation; State and Federal labor laws and regulations; and report preparation. The successful candidate must possess a Bachelor's degree in human resources, public administration, business or a related field. A Master's degree in human resources management, public administration or business administration is preferred, or four years related experience and/or training, or an equivalent combination of education and experience. He/she must have five to seven years of progressively responsible experience in human resources management of an organization with 100+ employees, preferably with public sector experience. Experience in a unionized environment is desirable. The successful candidate must possess a valid driver's license.



Compensation and Benefits

The starting salary and benefits are highly competitive and negotiable, depending upon the experience and qualifications of the successful candidate. River Falls offers generous benefits including retirement, employee health and dental insurance for the employee and other competitive benefits. The City of River Falls will negotiate relocation assistance with the successful candidate.



Application & Selection Process

Qualified candidates please submit your resumé online by visiting our website at www.watersconsulting.com/recruitment

This position is open until filled; however, it is requested that candidates submit their applications by **January 31, 2012**. Following the first review date, resumé's will be screened against criteria outlined in this brochure and the **City of River Falls** will consider offering interviews to selected candidates. Final interviews in River Falls will be offered by the City to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission. The final interview process will be held in **March, 2012**. For more information please contact **Andrea Battle Sims** by calling 216.695.4776 or by visiting our website at www.watersconsulting.com.

The City of River Falls is an Equal Opportunity Employer and values diversity at all levels of its workforce!

For more information about the City of River Falls, visit www.rfcity.org!

Applicants selected as finalists for this position will be subject to a criminal history/credit/drivers license check prior to interview. Under Public Information statutes, information from your resumé may be subject to public disclosure.



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