



THE CITY OF ST. PETE BEACH, FL

INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

The City of St. Pete Beach is a Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay. The city has a land area of approximately 2.25 square miles and a year-round resident population of roughly 8,900. St. Pete Beach is frequently recognized as a top beach destination and has received a Travelers' Choice award from TripAdvisor as a top-ranked beach in the United States. The city's beautiful white sand beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

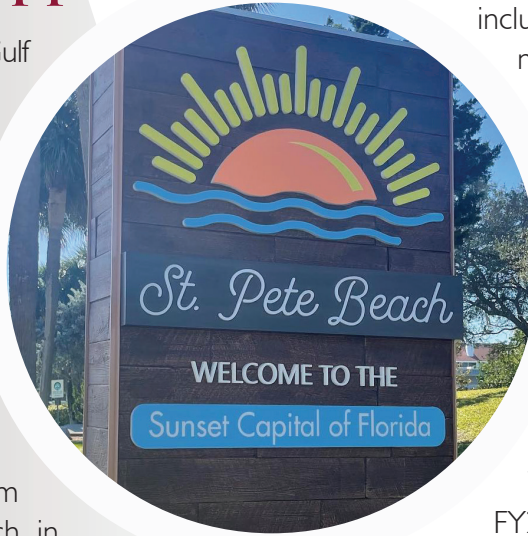
In addition to its permanent population, the city has become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance for those who want a casual, laid-back experience and the active attraction seeker.

St. Pete Beach residents enjoy access to the city's superior services in what is one of the most beautiful areas of the country. While the city has recently experienced a substantial impact from Hurricanes Helene and Milton, its recovery efforts have been robust, and it remains committed to quality of life and ensuring people enjoy safe, healthy, and attractive neighborhoods in this friendly, highly resilient beach community.

THE ORGANIZATION

The City of St. Pete Beach operates under the Commission/Manager form of government.



The City provides a traditional range of services, including fire protection and emergency medical services; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. Law enforcement is provided by the Pinellas County Sheriff's Office (PCSO).

The City has 159.5 FTEs and a total FY2026 Expense Budget of \$122.6 million, which includes a General Fund of \$45.2 million.

Shortly after the City Manager arrived about 15 months ago, the community experienced extensive destruction from two major hurricanes. Through the City Manager's strong team-oriented leadership and dedicated staff, rebuilding efforts have been remarkable. Additionally, the City Manager's transformative leadership has cultivated a cohesive team-oriented environment which is highly innovative and supportive, with a focus of investing in the workforce and adopting 21st Century policies.

THE POSITION

The Director of Human Resources is a strategic generalist who is excited and competent in implementing organizational development initiatives.

The Director serves as a strategic and progressive leader of vision, planning, and performance management, and as an advocate for continuous learning and professional development to ensure services meet the needs of the organization.

As a member of the Leadership Team, the Director of Human Resources champions the City's mission, vision, and values, and contributes to City-wide performance and strategic leadership initiatives while promoting teamwork, empowerment, and communication throughout all levels of the organization.

The Director of Human Resources is a highly responsible administrative and supervisory position that reports to and works in close collaboration

with the City Manager. The Director administers the personnel management system and must have knowledge of and experience with EEOC, ADA, FMLA, COBRA, collective bargaining, recruitment and selection, classification and compensation, benefits administration, risk management, employee training and development, and safety programs.

The Human Resources Department will have a strategic focus on the following areas:

- **Organizational Development and Management:** Emphasizing teamwork, developing employees, providing training, and encouraging widely informed decisions and collaboration among departments.
- **Human Resources/Workforce Planning and Strategy:** Developing and implementing strategies to anticipate and plan for future changes in the delivery of human resources in the municipality, including anticipating staffing needs, developing recruitment and retention strategies, succession management, and team-member engagement.
- **Talent Management:** Attracting, sourcing, and hiring top talent, overseeing the onboarding process with a focus on strategies to promote the understanding of mission, vision, and values, and identifying training needs, designing training programs, and facilitating opportunities for staff members to learn and grow.
- **Team Member Relations and Performance Management:** Establishing City-wide strategies for performance management with consistent application of policies for team member relations issues. This includes negotiation of collective bargaining agreements.
- **Compensation and Benefits Administration:** Management of the City's compensation structures, salary studies, benefits packages, and associated software systems. Expert use of NEOGOV software as our main HRIS system will be expected.
- **Policy Development, Compliance, and Risk Mitigation:** Develops and implements policies and procedures that govern employee behavior and conduct in the workplace. Ensuring legal compliance with employment laws, regulations, conducting audits, and managing legal documentation such as employee contracts and policies. Proactive handling of risk



by developing an overall City strategy to proactively address risk, such as developing risk assessments related to workforce management, including identifying potential risks such as turnover, safety, and skill gaps.

The successful candidates will have extensive training and experience, as well as the following knowledge, skills and abilities:

- Advanced knowledge of the principles, methods, and practices of human resource management. Knowledge of general laws, practices of personnel administration, risk management, labor relations, administrative policies, and those of municipal government functions.
- Knowledge of modern trends and practices in HR administration, especially organizational development and change management.
- Ability to communicate clearly and concisely, using excellent verbal and written communication skills.
- Demonstrated ability to listen and consider input while being flexible and forward-thinking regarding a resolution.
- Identify and lead, executing appropriate action relative to operational situations.
- Create healthy and productive working sessions with team members, City officials, and City leadership.
- Promotes collaboration and teamwork to achieve common operational and organizational goals.
- Performs other duties as required.

THE IDEAL CANDIDATE

The City is seeking a seasoned, knowledgeable, and experienced Director of Human Resources with solid leadership skills and a collaborative, engaging management style. A strategic, creative, and team-oriented approach to leadership, with the ability to drive transformative initiatives is needed.

The Director must be knowledgeable of municipal government, its functions and activities, including the budget process, and must also understand and interpret Federal, State, and local laws associated with job functions.

The ideal candidates will be organized, able to plan and prioritize workloads, and meet multiple deadlines. The Director will perform duties independently with minimal supervision and review, focusing on achieving results for City initiatives. The position requires independent judgment, confidentiality, discretion, and initiative in daily operations. An entrepreneurial, solutions-oriented visionary is needed.

The Director of Human Resources must support the leadership team and employees, mentor and promote professional development, and create a culture that fosters excellence, customer service, and accountability. The ideal candidate will be personable, approachable, and have excellent communication and interpersonal skills.

Requirements include a Bachelor's degree in Human Resources, Public Administration, or a directly related field and at least five (5) years progressively responsible human resources management experience in the public sector or an equivalent of training/experience. A Master's degree and HRCI or SHRM certification is preferred.



COMPENSATION

The salary range is \$101,821-\$162,913; starting salary is dependent upon qualifications and accompanied by a competitive benefits package. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, please visit our website, www.SRNsearch.com, to apply online. The first review of resumes will take place on November 24, 2025; the position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the Director of Human Resources. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

