



THE CITY OF NORTH MYRTLE BEACH, SC
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

The City of North Myrtle Beach is located on the beautiful Atlantic Ocean and encompasses the northeastern section of the South Carolina coastal beach area known as the Grand Strand.

Located in Horry County, North Myrtle Beach was created in 1968 from four existing municipalities and is located about 15 miles northeast of Myrtle Beach. It serves as one of the primary tourist destinations along the Grand Strand.

The City's estimated 2025 population is 21,993. It is part of the Myrtle Beach-Conway-North Myrtle Beach, SC Metropolitan Statistical Area, which had a combined population of approximately 400,000 as of 2023.

Today, North Myrtle Beach is a sought-after vacation destination known for its family-friendly atmosphere, wide sandy beaches, and a booming tourism industry that employs thousands of residents.

THE ORGANIZATION

The City of North Myrtle Beach has a Council-Manager form of government. Legislative authority is vested in the Mayor and six (6) Councilmembers elected at-large; provided, one councilmember is a resident of each of the four (4) wards, plus two at-large. The terms of office are for four years each. The Mayor and Council enact ordinances and resolutions relating to City services, levy of taxes, appropriation and borrowing, licensing and regulating of businesses and trades, and other municipal purposes.

The City Council hires the City Manager to serve at its pleasure. The City is a full-service city with an FY2026 General Fund Budget of \$66.5 million and 554 FTEs.

The mission of the City staff is to interact with customers to provide cost-effective, high-quality public services which will support and enhance a safe, attractive community for families and visitors to enjoy and for businesses to prosper both today and tomorrow under the policies established and resources provided by the City Council.



THE POSITION

Reporting directly to the City Manager, the Director of Human Resources is a key member of the executive leadership team. The Director leads the City's human resources functions, partnering with executive leadership to advance workforce strategy, leadership effectiveness, and organizational performance.

This role develops and executes HR strategies across departments, promotes alignment of HR policies, practices, and organizational goals, and supports compliance with applicable federal and state laws, including FOIA, and recognized best practices in municipal government.

The Director advises the City Manager and executive leadership on workforce trends, organizational risk, leadership accountability, and talent strategy to support the City's mission, strategic objectives, and long-term sustainability.

Duties and responsibilities of the Director of Human Resources include:

- Serves as a trusted executive advisor to the City Manager on workforce-related matters, including organizational design, leadership accountability, performance management, compensation philosophy, labor and employment risk, succession planning, and culture. Proactively identifies emerging workforce risks and opportunities and presents data-informed options and recommendations to support executive decision-making.
- Provides advanced leadership for the Human Resources Department. Assesses team strengths, aligns responsibilities to support strategic priorities, evaluates performance, and promotes professional development.
- Establishes partnerships and collaboration across departments to support cross-functional alignment on HR risk, retention, compliance, and employee development.
- Ensures the governance and integrity of Citywide human resources systems, standards, and frameworks, including personnel policy administration, classification and compensation structures,

performance management systems, and leadership competency models. Promotes consistent Citywide application of policies, standards, and leadership expectations across all departments.

- Exercises delegated authority for the interpretation and application of personnel policies, employment practices, and human resources standards; approves routine and elevated human resources actions within established policy, budget, and legal parameters; and escalates executive-level or high-risk matters to the City Manager with analysis, options, and recommended courses of action.
- Leads enterprise-level employee relations strategy by establishing expectations, frameworks, and escalation thresholds that enable leaders to manage performance and conduct effectively while mitigating organizational and legal risk. Oversees complex and high-risk employee relations matters, including those involving senior leadership or issues with significant organizational, legal, or reputational impact.
- Provides executive oversight of recruitment, selection, and talent management strategies to ensure the City attracts, selects, and retains a high-performing and diverse workforce. Establishes Citywide hiring standards, assessment practices, and workforce planning initiatives aligned with long-term organizational needs.
- Oversees the design, administration, and evaluation of comprehensive employee benefits programs, including health, dental, vision, retirement, wellness, supplemental plans, and the City's Employee Health Center. Provides strategic oversight of vendor partnerships supporting occupational health, workers' compensation coordination, wellness initiatives, and advanced primary care services; evaluates vendor performance and outcomes to ensure alignment with City needs.
- Provides leadership for workforce analytics, HRIS governance, and data-driven decision-making, ensuring executive leadership has access to reliable workforce insights and organizational risk indicators. Establishes standards for data integrity, reporting, and analysis to inform executive leadership on workforce trends, costs, risks, and opportunities.
- Oversees the City's compliance with applicable state and federal laws (FLSA, FMLA, ADA, Title VII, etc.), OSHA, and other regulatory requirements. Maintains current knowledge of employment law, regulatory developments, and best practices; provides executive oversight of compliance strategy, training, audit readiness, and continuous improvement.



- Prepares and administers the Human Resources Department budget, evaluates financial impacts of workforce initiatives, and ensures responsible stewardship of resources.
- Builds and leads a high-performing Human Resources Department by setting clear expectations, delegating operational responsibilities, developing leadership capacity, and fostering a culture of accountability, professionalism, and continuous improvement.
- Represents the City and the Human Resources Department in public meetings, including City Council meetings as appropriate, and in interactions with external agencies, legal counsel, auditors, and professional organizations.
- Supports emergency operations by learning and executing assigned emergency procedures and duties, which may include assignment to the Emergency Operations Center (EOC) during emergencies.
- Performs other related duties as required.

IDEAL CANDIDATE

The City is seeking a forward-thinking, collaborative leader who can improve Human Resources practices and processes, advance workforce strategies, and cultivate a high-performing organizational culture. A combination of strategic insights and practical experience is needed to enhance the Department's overall performance, strengthen and support leadership within the organization, and ensure effective workforce systems.

The ideal candidate is a visionary leader who will encourage teamwork within the Human Resources Department and exemplify excellence by setting high standards and expectations for delivering top-quality customer service. Additionally, the new Director is expected to lead by example, demonstrating approachability and proactivity to inspire others throughout the organization.



The successful candidate will have extensive experience and expertise across all areas of the department's operations, showcasing proficiency in managing a department of similar size and complexity. A skilled communicator who is approachable, excels at building relationships, develops and mentors staff, and is eager to promote a collaborative, team-oriented culture is needed.

Requirements include a Bachelor's degree in human resources, public administration, business administration, or a closely related field, and ten (10) years of progressively responsible experience in human resources, including significant experience in an executive or senior leadership role providing strategic guidance to organizational leadership and overseeing enterprise-wide HR programs.

A Senior-level HR Professional Certification (SHRM-SCP, SPHR, and/or IPMA-SCP) is required. Any certifications not possessed at hire must be obtained prior to completion of the probationary period as a condition of continued employment. A Master's degree in human resources, public administration, business administration, or a related field is preferred.

Must have demonstrated experience advising executive leadership on workforce strategy, organizational effectiveness, and employment risk, and demonstrated interpersonal, communication, and conflict resolution skills necessary to effectively navigate complex employee relations matters and support organizational change. Experience in a public-sector or similarly regulated environment is needed. Experience overseeing or partnering with vendors providing occupational health, workers' compensation support, wellness initiatives, or employer-sponsored health

center services is beneficial, as is familiarity with wellness incentive programs and occupational health requirements.

The City retains the right to determine equivalencies. All employees may be required to report to work during a declared disaster.

COMPENSATION

The salary range is \$125,000-\$155,000 and is accompanied by a comprehensive benefits package. Starting salary will be dependent on qualifications.

TO APPLY

Visit www.SRNsearch.com to apply online for this outstanding opportunity. The first review of resumes will take place on June 8, 2026; the position remains 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 the candidate's consent. Final interviews will be held with the City of North Myrtle Beach. Candidates will be advised of the recruitment status following the selection of the Director of Human Resources.

Questions should be directed to:

**S. Renée Narloch, President or
Elliott Pervinich, Vice President**
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

The City of North Myrtle Beach is an Equal Opportunity Employer. In accordance with South Carolina Open Records laws, applications and resumes are subject to public disclosure. For additional information, visit www.nmb.us.



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