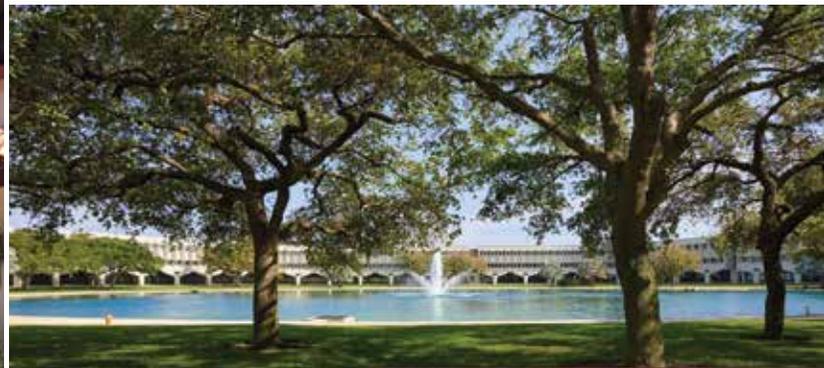




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF BOCA RATON, FL

INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

Located on Florida's "Gold Coast," the City of Boca Raton is a beautiful coastal community that encompasses approximately 28 square miles. The City of Boca Raton, incorporated in 1925, is the 28th most populous city in the State of Florida and the second-largest in Palm Beach County. Boca Raton is forty miles north of Miami and approximately midway between the cities of Palm Beach and Fort Lauderdale.

This culture-rich community offers outstanding educational opportunities; diverse outlets for sports, recreation, and entertainment; and a diverse and growing economy with both corporate headquarters and high-tech start-ups, all of which contribute to the city's exceptional quality of life. Residents and visitors alike enjoy many amenities, including shops and restaurants, over 1,600 acres of beautiful parks, and, best of all, 3.5 miles of exquisite public beach.

Boca Raton is a regional employment and educational destination, providing many jobs and opportunities to the area. The presence of Florida Atlantic University, Lynn University, Arvida Park of Commerce, Boca Raton Regional Hospital, a thriving downtown, beaches, parks, and numerous shopping opportunities, means that Boca Raton receives a substantial daily influx of people.

The City is the location of several Fortune 500 companies and nearly 12 million square feet of Class A corporate space. Low taxes and a strong employment base ensures Boca Raton's business community continues to thrive.

With its diverse assortment of opportunities for an active lifestyle, proximity to major airports, and access to a multitude of cultural amenities, the City of Boca Raton is a destination for those seeking a great place to live, work, and play.

THE ORGANIZATION

The mission of the City of Boca Raton is to responsibly provide outstanding services to enhance its unique quality of life. The City's goals are to be financially sound; provide world-class municipal services; have a strong partnership with



the community; and be a vibrant and sustainable city.

The City of Boca Raton operates under the Council-Manager form of government with a Mayor and four Council Members elected at-large on a non-partisan basis for up to two three-year terms. The City has a stable senior management team, including the current City Manager who has served in the role for 20 years.

The City provides a full range of services, including police services, fire-rescue services, municipal services (sanitation, roads, and traffic), recreation services, and utility services. For recreation, the City provides oceanfront beaches, two libraries, two swimming pools, golf courses, tennis courts, neighborhood parks, three community centers, and various recreational and instructional activities and classes. The City provides street and highway construction and canal maintenance, sanitation, and operates its own public utility for water, sewer, and stormwater services. Additional City services include building inspection, planning, zoning, engineering, surveying, cemetery, as well as general administrative services. The City's current budgeted workforce consists of over 1,800 employees. The City has a stable financial position with a AAA rating and an FY2020 General Fund budget of over \$229 million. The City is self-insured for health and workers' compensation insurance, as well as for general liability.

THE POSITION

The Director of Human Resources performs executive, professional, and administrative work such as developing and administering Human Resources policies and procedures, and coordinating and managing activities related to personnel management, employee and labor relations, recruitment, training, and employee benefits programs. The Director of Human Resources reports to a Deputy City Manager and has supervisory responsibilities for 16 staff.

The Director of Human Resources' responsibilities include, but are not limited to, the following:

- Directs, manages, supervises and coordinates the activities and operations of the Human Resources Division;

- Interprets and administers Federal, State and local programs, laws, and regulations related to human resources;
- Develops and reviews human resource policies and procedures;
- Oversees all aspects of the employee recruitment and hiring process, including advertising, recruiting, interviewing, selection and orientation;
- Directs comprehensive classification, job evaluation, compensation, and benefits administration activities;
- Maintains and administers the classification plan of the City;
- Makes employee disciplinary action recommendations and decisions;
- Participates in the employee and labor relations processes (including negotiations with the three (3) organized employee unions);
- Administers and monitors the City's performance evaluation system;
- Develops and implements employee training programs;
- Completes studies, reports, and analyses; makes recommendations;
- Establishes and administers programs that enhance employee satisfaction and motivation;
- Investigates and resolves employee complaints and issues;
- Interviews and counsels employees;
- Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of human relations programs; implements continuous improvement of human relations services;
- Develops and directs the implementation of goals, objectives, policies, and procedures;
- Confers with City management regarding major human resource, equal employment, or employee relations activities or problems;
- May manage, administer and supervise the employee health, dental, vision and other City benefit programs;
- Monitors developments and legislation related to human resources matters and evaluates their impact on City operations;
- Reviews and updates the Human Resources policies and procedures and rules and regulations;
- Interprets City policies and procedures;
- Supervises the City's volunteer program;
- Develops and administers the human resources annual budget; and,



- Performs other related tasks as required.

The ideal candidate will have a thorough knowledge of the philosophies, principles, and practices of public human resources management; employee and labor relations practices; employee benefits trends and programs; and current Federal and State laws and regulations applicable to public employment. Must also have the ability to establish and maintain effective relationships with City officials, employees, and the general public; effectively establish, implement, and monitor programs and procedures relevant to the human resources functions; and plan, supervise and review the work of professional, technical, and support subordinates.

The City is seeking a highly qualified and experienced Director of Human Resources with exceptional communication and interpersonal skills. The Director must have a team-oriented management style, be diplomatic, politically astute, and able to manage conflict respectfully and positively. The selected candidate will have exceptional problem-solving and performance management skills.

A personable and approachable individual who will be an advocate for staff and promote training and staff development is needed.

The Director will need to take a fresh look at the department and assess its overall effectiveness and bring the department forward as needed. Experience in union negotiations, human resources

technology advancements, and industry best practices is desired.

Requirements include a bachelor's degree in Human Resources, Public Administration, or a related field, supplemented by seven (7) years of increasingly responsible executive, supervisory experience in Human Resources. A master's degree in the appropriate discipline and professional certification (SPHR, SHRM-SCP) is highly desired. Experience in local government in the State of Florida is preferred.

The Director may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

COMPENSATION

The salary range is \$91,233-\$146,990, with an anticipated hiring range of \$115,000-\$135,000, depending on the qualifications and experience of the individual selected. The State of Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com to apply online. The first review of resumes will take place on September 15, 2020; 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 Boca Raton. 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
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Boca Raton is an Equal Opportunity Employer. In accordance with Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.



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