



THE CITY OF MELBOURNE, FL
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

The City of Melbourne (est. pop. 82,010) is located in east central Florida along the Indian River Lagoon, a vast estuary loved by boaters, anglers, and those who enjoy its quiet beauty. On the other side of the river, a portion of the city lies on a barrier island with beach parks offering even more fun in the sun. Melbourne has an international airport and is located next to a major interstate with easy access to Orlando and the attractions, Kennedy Space Center, and points beyond.



The Brevard Public Schools system is a model of innovation and excellence in preparing young people for success and is one of Florida's finest school districts. Brevard County is also home to several colleges and universities, including the world-renowned Florida Institute of Technology, a regional branch of the University of Central Florida, and multiple campuses of Eastern Florida State College.

Melbourne's cultural amenities include local musicians and artists in its downtown venues, as well as national and international performers at the King Performing Arts Center and two venues for live theater downtown. You will find plenty to do away from the office, including one of the nation's top-rated zoos, museums, art galleries, music, and a thriving retail and restaurant scene.

Enjoy the benefits of Central Florida's ideal coastal climate — mild winters and a lush, blooming landscape year-round. Melbourne averages 242 sunny days annually with extremely mild winter seasons between 50° - 70° (F).

With its great weather, high-tech employment opportunities, excellent schools, charming downtowns, and abundant recreational opportunities, Melbourne has much to offer its residents. Reasonable housing prices, low traffic, and a strong sense of community make Melbourne one of the best places to live, work, and raise a family.

THE ORGANIZATION

The City of Melbourne has a council-manager form of government with 11 departments, including Human Resources; Engineering; Public Works and Utilities; Community Development; Information Technology; Financial Services; Parks, Recreation, and Golf; Police; Fire; City Manager's Office; City Attorney's Office; and City Clerk's Office. The City has 980 Full-Time Employees (FTEs), 69 Part-Time Employees, and a total FY2026 Adopted Budget of \$315 million.

THE POSITION

The Director of Human Resources reports to the City Manager and serves as a member of the Senior Management Team. The Director leads citywide initiatives in recruitment and retention, employee and labor relations, training and development, classification and compensation, benefits administration, risk management, and Human Resources Information Systems (HRIS) to advance organizational and strategic goals.

The selected candidate will join a transformative leadership team and help drive the strategic development of the organization in a highly innovative, supportive, team-oriented environment. As a member of the Leadership Team, the Director of Human Resources will champion the City's mission, vision, and values, and contribute to City-wide performance and strategic leadership initiatives while promoting teamwork, empowerment, and communication throughout all levels of the organization.

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.

The Human Resources Department has 10 FTEs, with Human Resources having 8 FTEs and Risk Management having 2 FTEs.

Duties and responsibilities of the Director of Human Resources include, but are not limited to the following:

- **Department Leadership:** Directs and manages all human resources operations, including personnel recruitment and retention, compensation, benefits, training, labor and employee relations, employee wellness, risk management, HRIS administration, and compliance with federal, state, and local laws.
- **Strategic Planning:** Develops and implements HR strategies, goals, and policies to support organizational objectives and ensure operational effectiveness.
- **Independent Judgment and Compliance:** Exercises significant independent judgment, initiative, and strategic analysis to align human resources operations with organizational goals and ensure compliance with employment laws, policies, collective bargaining agreements, and risk management.
- **Policy Development and Compliance:** Ensures compliance with federal, state, and local employment laws, including FLSA, ADA, FMLA, HIPAA, and Veterans Preference. Develops and updates HR policies and procedures to reflect current legal and operational standards.
- **Labor and Employee Relations:** Leads labor relations activities, manages collective bargaining negotiations, mediation, and arbitration; advises management on employee relations issues, investigations, and grievance resolution.
- **Compensation and Benefits:** Designs and administers competitive compensation and benefits programs; reviews salary data and benefits programs. Develops and manages equitable, compliant, and fiscally responsible compensation requests.
- **Training and Development:** Leads organizational development and citywide training initiatives; identifies skill gaps, recommends programs, and coordinates employee development activities.
- **Risk Management:** Oversees the City's insurance portfolio including negotiating general liability, workers' compensation, and other policies. Oversees workers' compensation and liability claims, including the management and settlement of claims. Oversees risk identification, assessment, and mitigation programs to ensure workplace safety, legal compliance, and organizational resilience. Coordinates closely with the City Attorney's Office.



- **Budget and Resource Management:** Develops and monitors department budget; allocates resources effectively to achieve departmental and citywide HR goals.
- **Advisory Support:** Consults with the City Manager, department directors, and supervisors on human resources issues, workforce planning, performance management, and human resources and personnel-related policy interpretation.
- Other related tasks may be assigned.

The successful candidate will possess the following qualities and traits:

- Enforce/ensure fairness and equity across the organization on matters related to hiring, promotions, performance measurement, and discipline.
- Ability to foresee issues and proactively identify solutions.
- Collaborate and provide input on citywide projects and initiatives that could impact organizational morale, reputation, and workforce development.
- Be involved and engage in new solutions and advancements in technology, seeking to provide efficiency of operations.
- Become a strong member of the leadership team, providing a high level of customer service and support to both internal and external customers.
- Ability to exercise high level of confidentiality on personnel matters.
- Serve as a model of integrity with high regard for ethics.

- Provide feedback and guidance that is unbiased and free of judgment.

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 ideal candidate 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 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, labor relations, or a directly related field and seven (7) years of professional work experience in a public agency Human Resources office at the managerial level, with at least three (3) years at the Department Director or Assistant Director level, or an equivalent combination of education, training, and experience. A Master's degree and certifications (i.e., SPHR, IPMA-CP/CS, etc.) are preferred. Must have experience working with collective bargaining units, including negotiations and contracts management, as well as a valid Florida Driver's License or the ability to obtain within 6 months of hire.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.



COMPENSATION

The salary range is \$107,545-\$178,574; starting salary is dependent upon qualifications and accompanied by a generous benefits package, including participation in the Florida Retirement System (FRS). 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 April 27, 2026; 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 Melbourne. 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 Melbourne is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. This position is exempt from Veterans' Preference. *Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.*

