



City of Novato

Human Resources Manager

Annual salary range: \$110,892 to \$134,784

This salary range is CURRENTLY UNDER REVIEW.

Application Deadline: Monday, January 7, 2019

The initial review of resumes will take place on **Monday, December 10, 2018.**

This is an exceptional opportunity for an innovative and technically experienced Human Resources professional to make an impact and shape the future of both the Human Resources Department and the City as a whole. Recently named as one of the “Best Places to Live in 2018” by Livability.com, Novato is ideally situated in the North Bay Region of the San Francisco Bay Area. With a population of 55,000, Novato has more than 3,600 acres of surrounding open space, a thriving local economy of biotech and technology companies, and a high-achieving school district.

Reporting to the Assistant City Manager, the Human Resources Manager plans and directs all activities of the Human Resources Department, including labor/employee relations, risk management, policy and procedure review and development, recruitment, examination, classification, salary and benefits administration, mediation/facilitation, equal employment opportunity, and training. A primary focus of this position will be the coordination of labor relations activities and assisting the City’s Executive Management team with creating organizational culture, assisting department managers and supervisors with employee conflict-resolution, disciplinary practices and performance management techniques.

A strong sense of customer service toward all stakeholders; a focus on open communication, collaboration, and coaching; as well as superior leadership, strategic thinking, team building, and conflict resolution skills will serve the candidate well. The Manager will be responsible for revamping the City’s employee relations program, developing a management training and city-wide training program, creating a new performance management system, and initiating a succession planning model; as well as developing a comprehensive risk management program and directing the review and updating of the City’s personnel policies and procedures.

To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should indicate the size of staff and budgets you have managed and also reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at: <https://secure.cpshr.us/escandidate/JobDetail?ID=404>

For more information contact:

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To view an online brochure for this position visit: www.cpshr.us/search

City of Novato website: www.novato.org

City of Novato is an equal opportunity employer.