



HOLLY SPRINGS

North Carolina

Invites your interest in the position of

Human Resources Director

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DESIGNED IN
THE TOWN OF HOLLY SPRINGS
BY
PROGRESS ENERGY
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To serve as its next Human Resources Director, the vibrant community of Holly Springs, NC is seeking an experienced Human Resources professional who is...

- a visionary and forward-thinker with success in strategically expanding personnel and resources;
- a data-driven innovator who utilizes metrics to implement systemic changes;
- a proven leader and collaborator recognized by others as trustworthy and a team player who will advocate for and mentor Town staff.

Located in highly desirable southwestern Wake County and the heart of North Carolina, the next Human Resources (HR) Director of the Town of Holly Springs, NC will have the unique opportunity to strategically grow the department to meet the needs of the fast-growing Town. The next HR Director will be an ethical, empathetic, and experienced professional challenged with creatively positioning the Town as a leading employer in a competitive Research Triangle labor market. This Director will be an excellent problem solver, someone who is adaptable, proactive, and responsive. Demonstrating impressive interpersonal skills, this person will be a natural at building and maintaining high employee morale. The next HR Director must be an excellent communicator who is skilled in advocating for the needs of the Department and employees while being a strategic partner to ensure consistency and compliance across the organization. The position is open due to retirement.

About the Community:

With an estimated population of about 45,000 and on-track to grow to 53,000 by 2025, the Town of Holly Springs has managed to maintain its friendly, “small town” charm while continuing to achieve quality, fast-paced growth. Recognized as one of the best [“Small Cities in America,” #1 safest community in NC](#), and within [the top 100 safest in the US](#), Holly Springs has transformed itself into one of the most attractive communities in the Research Triangle Region. While home to small businesses and multi-national firms, including recently announced global life sciences leaders FUJIFILM Diosynth Biotechnologies and Amgen joining the existing Seqirus flu vaccine manufacturing facility, Holly Springs remains a family-centered community.

The Town enjoys an excellent civic reputation and image, cares about its community members and visitors, and strives to be an innovative provider of local services. Holly Springs offers a variety of residential housing options, top-rated schools, mixed retail, excellent healthcare (including the new state of the art UNC Health Rex Holly Springs Hospital), public safety, recreational opportunities including many golf courses within close proximity, well-planned business areas, and a developing downtown.

The Town’s recreational opportunities keep community members and visitors active and engaged. The area offers the beauty of four seasons, along with moderate weather making Holly Springs an attractive area to live. The Town invites community members and visitors to take advantage of a variety of outdoor activities and has several community parks and recreation facilities including Bass Lake Park, Sugg Farm Park, Ting Park, Womble Park, Jones Park, Veteran’s Park, and an expanding greenway system. The Town’s Cultural Center provides many opportunities for music, theatre, art and children’s programs.

Each year, thousands come to enjoy the popular July 4th holiday fireworks show, holiday season festivities, HollyFest, and a top-ranked local Farmer's Market in the state in addition to other seasonal and year-round community events.

Just minutes up the road, the capital City of Raleigh provides many excellent amenities including State art, history, and natural sciences museums; performing arts venues; sports destinations; a variety of dining establishments and historic sites. Holly Springs is a short drive from beautiful beaches and about three hours to the majestic Blue Ridge Mountains. This family-friendly community with excellent schools is an ideal location to live, work and raise a family. More information about the Town of Holly Springs can be found at <http://www.hollyspringsnc.gov>.

About the Organization:

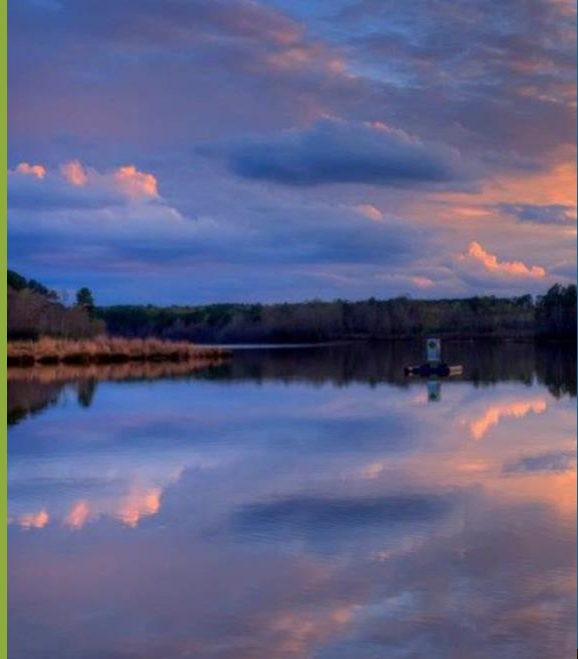
The Town of Holly Springs is a full-service municipality that operates under a Council-Manager form of government. The Town Council sets the policies, enacts ordinances, votes the appropriations, and develops the overall vision, which is then carried out under the Town Manager's direction. The Town Council consists of six members including the mayor. The Town Manager is responsible for implementing the Town's vision, the Council's policies, and managing the Town's day-to-day operations. The Town employs 387 full-time employees and 72 Seasonal/part-time employees in 14 departments and has a FY 2021 - 2022 [adopted budget](#) of \$73.6M.

The Town prides itself on transparency and community engagement and offers multiple ways for citizens to become involved and stay informed from advisory boards, public forums, state-of-the art social media tools, and e-newsletters. The [Town Strategic Plan](#) and [core values](#) drive how decisions are made and ensure accountability for employees in delivering services.

About the Department and Position:

Reporting to the Town Manager, the HR Director oversees an operating budget of \$500,000 with 3 direct reports who provide services in the areas of leadership development, recruitment and selection, position classification and compensation, benefits management, policy administration, personnel records management, workers' compensation administration, Family and Medical Leave Act administration, employee relations, and wellness initiative management. The Human Resources Department strives to provide personnel programs and policies that are fair and legal, to maintain comprehensive benefits and competitive pay, and to promote workplace fulfillment in order to retain a skilled and diverse workforce that meets the varied needs of the Town and its community members. The HR Director is a member of a talented, engaged, and supportive senior leadership team structure.

The Town is committed to being a model of public service excellence, and we are looking for people who share our values and a passion for public service. Expanding employee diversity and inclusion is one of Holly Springs' strategic initiatives, and we strive to cultivate and maintain a welcoming environment where diversity of background, thought and experiences is valued as an integral component supporting collaboration, innovation, and teamwork.





The employees of the Town of Holly Springs are the Town's most valuable asset. Our employees deliver first-class service and are committed to making a positive impact in the community. Our core values reflect our commitment to each other and our community as Town of Holly Springs employees:

- Accountability: We own our work and are responsible for our actions.
- Compassionate Excellence: We provide exceptional service, treating everyone with respect, dignity, and courtesy while continuously striving to take ourselves and our team to new levels.
- Creativity: Innovation thrives through the diversity of thought, curiosity, and trying new ideas.
- Integrity: Trustworthy, ethical, and honest.
- Teamwork: We seek opportunities to collaborate and build positive relationships with each other and the community.

The Town desires a Human Resources Department that is designed around customer needs while increasing engagement, retention, and application of HR best practices. Thus, outstanding change management and technology skills are essential. As a historically smaller department focused on implementing the compliance and transactional functions of HR, the focus of the HR Director will be to transform the Department into a strategic operation. Goals will include streamlining and enhancing processes, such as onboarding, training, professional development, and enabling department directors to make more efficient and sound HR decisions. The HR Director is expected to increase accountability and consistency of policy decisions within the HR Department and across the organization.

Key Position Priorities:

- lead efforts to implement cutting edge human resources best practices and apply the most effective use of current technology solutions while evaluating ways that make HR services more convenient for employees and supervisors;
- ensure education, understanding, and compliance across the organization of the Town's recently adopted hiring matrix and compensation plan;
- assess department needs to ensure outstanding HRD customer service outcomes that lead to win-win solutions that meet compliance requirements, and evaluate current HR staffing, departmental organization, and practices to assess what alignment and changes, if any, are needed to initiate and implement best practices to meet strategic goals; and,
- strategically evaluate the Town's training and development needs to create initiatives that ensure effective employee development, engagement, retention, and succession planning.

Qualifications:

A bachelor's degree in personnel management, public administration, business administration, or a related field is required along with 10 years of increasingly responsible executive level experiences preferably in a private or public sector human resources operation. A master's degree is highly preferred. HR certification (e.g. SPHR, SHRM-SCP, IPMA-CP) or eligibility and desire to sit for certification are preferred. Extensive knowledge of HR technology solutions, personnel management: classification and compensation, employee climate versatility, personnel policy development, professional leadership development, metrics evaluation, and cross department collaboration to solve complex human resources issues is required.

The Successful Candidate is:

- one who sees HR as a strategic function that impacts the employee experience from recruitment to retirement, moving beyond the day-to-day transactions of managing a workforce;
- experienced in ensuring the design and delivery of leadership development programs for high potential employees and those in supervisory positions;
- a change management leader in applying best practices to HR processes to enhance efficiency, transparency, and effective decentralization in areas where appropriate to do so;
- a goal-oriented professional who thrives in a culture of high-performance expectations by using metric-based evaluations of programs to carry out timely, evidence-based changes as data warrants;
- knowledgeable of best practices and trends, with significant breadth in the HR competency areas of recruitment and selection, benefits, classification and compensation, health and safety, employee training and development, diversity and inclusion initiatives, and performance management;
- an excellent communicator both orally and in writing and a reflective listener who can articulate information and related plans and programs across diverse groups and stakeholders including policy makers and community members;
- a results-oriented leader who fosters teamwork through facilitative and collaborative approaches in leading cohesive and systematic change;
- someone with outstanding interpersonal skills who seeks to proactively, authentically, and transparently engage with others while building a trusting reputation of the department;
- a champion for employees regardless of department, tenure or position with a track record of developing employee programs that improve morale; and,
- an empowering leader who will serve as an ambassador for the Town and will advocate for resources needed for delivering a cohesive HR vision throughout the Town while working with stakeholders to deliver collaborative solutions and execute the vision.





Salary and Benefits:

The hiring range is \$113,000 to \$136,000 depending on experience and qualifications. The Town of Holly Springs offers an excellent benefits package including health, dental, and life insurance; participation in the Local Government Employees Retirement System; 5% Town contribution to 401k; paid holidays and personal leave; paid parental leave, paid eldercare leave, and more. More information about the Town's benefits can be found here: <https://www.hollyspringsnc.us/252/Employee-Benefits>.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Human Resources Director – Town of Holly Springs, NC** title. To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “Client Openings” and scroll down to “Important Information for Applicants.” All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters as well as unofficial transcripts must be uploaded with the application. Applicants should apply by June 2nd, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on June 23rd – 24th, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All inquiries should be emailed to hiring@developmentalassociates.com. The Town of Holly Springs is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, religious beliefs, veteran status, disability, or political affiliation. The Town of Holly Springs is a drug-free employer.

The recruitment and selection process is being managed by Developmental Associates, LLC

