



Morrisville
Live connected. Live well.

THE TOWN OF MORRISVILLE, N.C.

Invites Your Interest in the Position of

HUMAN RESOURCES DIRECTOR



Morrisville



2021

TOWN OF MORRISVILLE

Progressive, Diverse, Wake County Community Seeks Human Resources Director

If you are a forward-thinking human resource professional with experience in local government, the Town of Morrisville, NC, invites you to apply to serve as its next **Human Resources (HR) Director**. Morrisville's **HR Director** is a critical part of the Town Manager's leadership team and is responsible for managing a complex array of employment services, including recruitment and retention, leadership development and succession planning, employee relations, compliance, classification and pay, performance evaluation, and policy development.

The next **HR Director** will join a collaborative organization with a leadership team passionate about servant leadership. This position is for the competent, collaborative, communicative, compassionate, and confident professional who has the depth and breadth to perform difficult professional and administrative work in directing the human resources and risk management functions for the Town.

The Town Manager desires an **HR Director** who:

- has extensive knowledge of the philosophy, principles, and practices of public personnel administration, such as classification and pay, recruitment and selection, and federal, state, and local laws pertaining to employment;
- challenges ideas and approaches with a DEI perspective to ensure compliance and accountability and fair and equitable treatment for all;
- exhibits creativity and vision in their decision-making skills;
- is a subject matter expert who confidently educates and trains a team of dedicated professionals, ensuring consistency and accuracy within the department and organizational-wide;
- demonstrates keen analytical skills and the ability to evaluate, analyze, interpret, and use data to make informed decisions that drive positive changes;
- has a diverse background in risk management;
- is knowledgeable and experienced with HR software (the Town currently utilizes the NEOGOV platform);
- is proactive and strategic in addressing challenges and opportunities for the department;
- has a keen awareness of where to gather pertinent information to find accurate answers and when to utilize support through the Town's attorney or other resources;
- is a champion for employees regardless of department, tenure, or position with a track record of building trust and developing employee programs that support high morale; and,
- is an empowering leader who will serve as an ambassador for the Town and advocate for resources to support a cohesive HR vision throughout the Town while working with stakeholders to deliver collaborative solutions and execute the strategic vision.

94% of residents think the Town of Morrisville is a good or excellent place to live.

About the Organization:

The Town of Morrisville is governed by a seven-member Town Council utilizing the Council/Manager form of government. The Town Council sets the policy and direction, and the Town Manager oversees the organization's day-to-day operations, which consists of a team of 228 employees, not including part-time and seasonal staff, across 13 departments. With AAA bond ratings from bond rating agencies and excellent stewardship of tax dollars, the Town is regarded as a fiscally responsible and well-managed government. The [FY2024 approved budget](#) of \$49.5M is supported by a property tax rate of \$.39 cents per \$100 of assessed valuation.



The strategic focus of Morrisville is guided by the community vision established in the 2017 [Connect Morrisville Strategic Plan](#) and renewed in the 2021 update. A 2022 Community Survey indicates that 94% of residents think Morrisville is a good or excellent place to live. The Town also relies on its [Comprehensive Transportation Plan](#), [Land Use Plan](#), [Capital Investment Program](#), and other policies adopted by the Town Council to guide its work.



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The six strategic goals for the Town of Morrisville are:

- Improved transportation mobility,
- Thriving livable neighborhoods,
- Engaged, inclusive community,
- Public safety readiness,
- Operational excellence, and
- Economic prosperity.



About the Position:

The Morrisville [Human Resources department](#) is responsible for recruiting and hiring new employees, overseeing employee relations, administering employee benefits, training, classification, and pay, and managing safety and risk.

Reporting to the Town Manager, the **Human Resources Director** is responsible for recommending a pay and benefits program that is competitive in the regional market and will ensure a qualified workforce. The **HR Director** will lead the implementation of an internal leadership academy to support succession planning for the Town. The **HR Director** implements and manages a comprehensive safety and risk management program. This professional interacts consistently with staff and Town leaders and frequently consults with department directors, Senior Managers, and the Town Manager on current and future staffing needs.

Morrisville's next **HR Director** oversees and manages the Human Resources department's budget of \$670,000 and successfully leads a team of 4 employees with two direct reports, the Assistant Director and the Safety and Risk Manager. An HR Specialist also supports the department.

Town of Morrisville staff routinely work with community members to help keep the town a beautiful place to live, including planting saplings for Arbor Day (left) and cleaning storm-water drains during the Creek Week (below), which increases awareness of the ecological and environmental importance of clean water.



Key Position Priorities:

- Evaluate current HR staffing, departmental and organizational policies, and procedures, including the Town's hiring process and performance appraisal process, to assess what alignment and changes, if any, are needed to meet organizational needs that ensure outstanding, legally compliant HR outcomes.
- Develop sustainable relationships within the department – invest time to learn the culture of the department and build rapport with staff while also evaluating the staffing needs within the department and making necessary changes to ensure quality service delivery and the sustainability of a productive, motivated team.
- Enhance the interaction and visibility of the HR department throughout the organization to build trust and support the organization's collaborative, servant leadership culture.
- Implement best practice methods to enhance the organization's training, development, and succession planning efforts to develop future leaders.
- Improve the department's use of data to support data-driven processes that communicate needs, opportunities, and challenges across the organization.

Qualifications:

Required qualifications include:

- A bachelor's degree in personnel management, public administration, business administration, or a related field.
- Ten (10) years of progressive and increasingly responsible experience in a public sector* human resources operation at the level of HR Assistant Director or higher.
- Candidates without municipal experience may be considered.
- 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.

Preferred qualifications include a master's degree and HR certification (e.g. HRCI (SPHR), SHRM-SCP, IPMA-CP) or eligibility and desire to sit for certification.



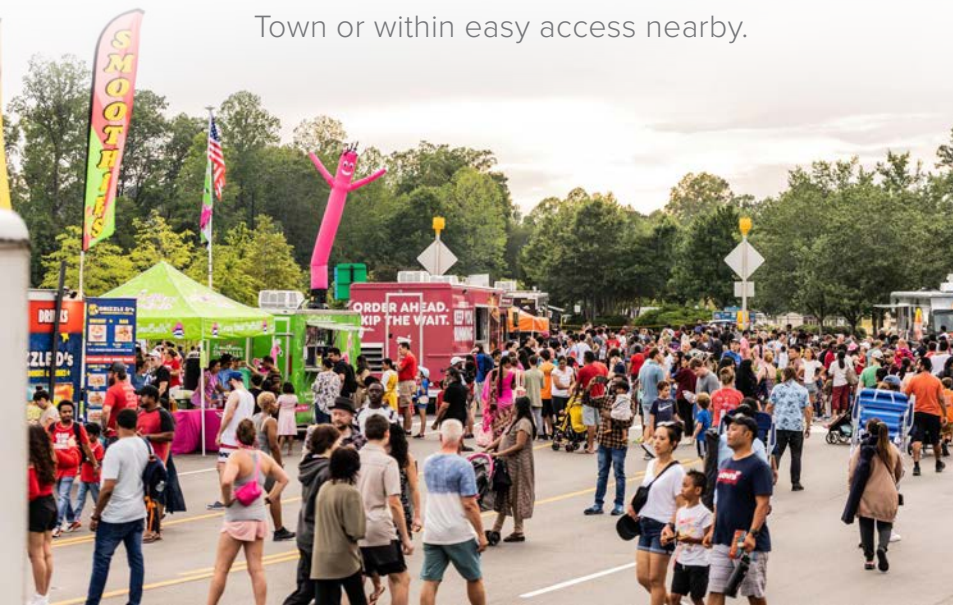
Building sustainable relationships with all members of the HR department will be a key priority for the next **HR Director**.

The Community:

Since 2000, Morrisville's population has ballooned from 5,000 to over an estimated 32,000 residents as of July 2022. The Town's demographics include approximately 46% Asian, 35% White, 10% African American, and 9% other and two or more races. Asian Indian is the Town's largest group in the Asian category representing approximately 36% of the Town's total population in 2020, a considerable increase from 20% in 2010. Seventy-four percent of the population is over age 18 (Source – April 2020 U.S. Census). The Town and the community are committed to diversity and inclusion for all residents, businesses, and visitors. The Town maintains a focus on cultural awareness and celebrating the cultural diversity of our community.

Morrisville is a community of approximately 10 square miles with limited ETJ for expansion. The "Live Connected. Live Well." is the Town's philosophy. When surveyed, residents communicated they value the connection they feel when in the Town - the connection they have to global businesses, opportunities, parks, and open space, and most importantly, to each other. Morrisville is a place to gather together, talk with neighbors, and engage with Town leaders. It is a warm and welcoming community. The community embraces small-town ideals with the conveniences and amenities of a metropolitan city available in Town or within easy access nearby.

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MORRISVILLE ACCOLADES

Live Connected. Live Well.

Morrisville has been one of the fastest growing and most diverse towns in North Carolina. Recognized as an All-America City by the National Civic League in June 2021, Morrisville was one of only 10 communities nationwide to earn this recognition. Morrisville's many accolades include the following:

- No. 10 Best Small City in the U.S. to Start a Business by WalletHub.com (2023).
- No. 5 Best Place to Live for Families by Fortune Well, a living and wellness subsidiary of Fortune.com (2022).
- Rated by Niche.com as the No. 1 Best Place to Live in North Carolina in 2022 and 2021.
- Money magazine ranked Morrisville as the number 10 Best Place to Live in the United States (2020).
- WalletHub.com ranked Morrisville the No. 3 Best Place to Raise a Family in North Carolina (2019).

Morrisville is located adjacent to North Carolina's Research Triangle Park – a national hotbed of technological development, hosting over 250 companies and 50,000 workers. The Town has a diverse economic base including global companies, headquarters, start-ups, technology industries, and emerging biomanufacturing and life sciences clusters. The Town has immediate access to Interstates 40 and 85 and is conveniently

located to both Raleigh and Durham for access to amenities found in those larger cities including the Raleigh Durham International Airport, just 10 minutes from Morrisville.

The Town's population demographics are diverse, affluent, and highly educated. As a result, the local median household income is now \$114,075, almost twice the state average of \$67,481.

People stay in Morrisville because of the superb quality of life, regional proximity, and cultural enrichment. The Wake County Public School System provides excellent schools to Morrisville families, including the recent

addition of the Wake Early College of Information and Biotechnologies on the Wake Technical Community College campus in Morrisville and Morrisville High School, which is anticipated to open for the 2027-2028 school year. Wake Technical Community College also offers traditional college courses at the campus.



Cultural enrichment, which can be found at the Town's annual Diwali Festival, is one of the reasons community members love living, working, and playing in Morrisville.



Salary and Benefits:

The hiring range for the position is \$135,000 - \$150,000 depending on qualifications. The Town of Morrisville is recognized as a high-quality employer that values and supports its employees. Information about the Town's generous benefits (including but not limited to flexible work schedules – including up to two days of remote work per week following an orientation period, paid time off (PTO) beyond other paid leave, and contributions to a 401K) can be found [here](#). As a condition of employment for all positions with the Town of Morrisville, the selected candidate must successfully complete a pre-employment background check, drug screening, and motor vehicle record check.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the

Human Resources Director – Town of Morrisville, NC title.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **April 24, 2024**.
- Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation interviews on **May 21 - 22, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Interviews with the leadership team will follow quickly at a subsequent time in person.
- Direct inquiries to hiring@developmentalassociates.com

The Town of Morrisville, NC is an Equal Opportunity Employer



The Town of Morrisville offers great recreation programs, activities, and events for everyone in the family, all year long.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."