



THE CITY OF MONROE

Invites Your Interest in the Position of

HUMAN RESOURCES DIRECTOR



To serve as its next **HR Director**, the City of Monroe, NC, seeks experienced HR executives who value collaborative principles.

The City of Monroe, less than 30 miles southeast of the bustling City of Charlotte, is centered on this principle and believes in the mutual responsibility of government and citizens to provide a high quality of life and to work together to meet the City's common goals.

Of utmost priority in the search for Monroe's **HR Director** is a professional who demonstrates high-level expertise in strategic HR functions and responsibilities, knowledge in applying State and federal HR statutes, and confidently holds themselves and others to high accountability standards. Equally important is a highly skilled manager passionate about human resource management.

Monroe's next **HR Director** will invest in the development and ongoing support of dedicated, loyal employees who genuinely care about the City of Monroe and their role in supporting its goals. The **HR Director** will advantageously cast and implement an organizational HR vision and ensure staff are incorporated and united in the process.

Upon their appointment, Monroe's **HR Director** will prioritize the following:

- Establish positive and collaborative working relationships with the City of Monroe's Leadership Team, key department heads, and direct reports.
- Support organizational stability to ensure consistency and accuracy within the department and organizational-wide through:
 - ◊ thorough analysis and revision of the organization's policies and procedures, ensuring integration with the Munis enterprise resource planning (ERP) system; and,
 - ◊ the establishment of a comprehensive training program that includes basic training, supervisory and leadership training, employee recognition and development, and new employee orientation and onboarding.
- Facilitate a paradigm shift in HR culture within the organization, recognizing that the HR role is instrumental in success of departments' operations and utilizing HR best practices to educate and create buy-in for HR's role as a facilitator, a strategic collaborator, and a proactive role model in the "people" space.
- In conjunction with the City Manager's Office, develop short—and long-term plans to address needs uncovered in the recent employee climate survey and ensure a consistent, sustainable practice of evaluating morale, employee compensation and benefits, and seeking employee feedback.

90%

A recent employee climate survey found that over 90% of respondents believe the work they do is important and that they like the work they do.

About the Organization, Department, and Position:

The City of Monroe operates under a Council-Manager form of government. The City Council comprises an elected Mayor and six council members. Monroe's FY 2024-25 budget of \$236.4M supports 541 Full-time and 456 Part-Time employees within the following departments: Administration, Communications and Tourism, Downtown, Property Management, Energy Services, Engineering, Finance, Fire Department, Human Resources, IT, Legal, Parks and Recreation, Planning, Police Department, and Water Resources. The City provides to its residents: natural gas, electric, water, sanitary sewer, streets maintenance, and operates an airport, downtown theater, golf course, and science museum.

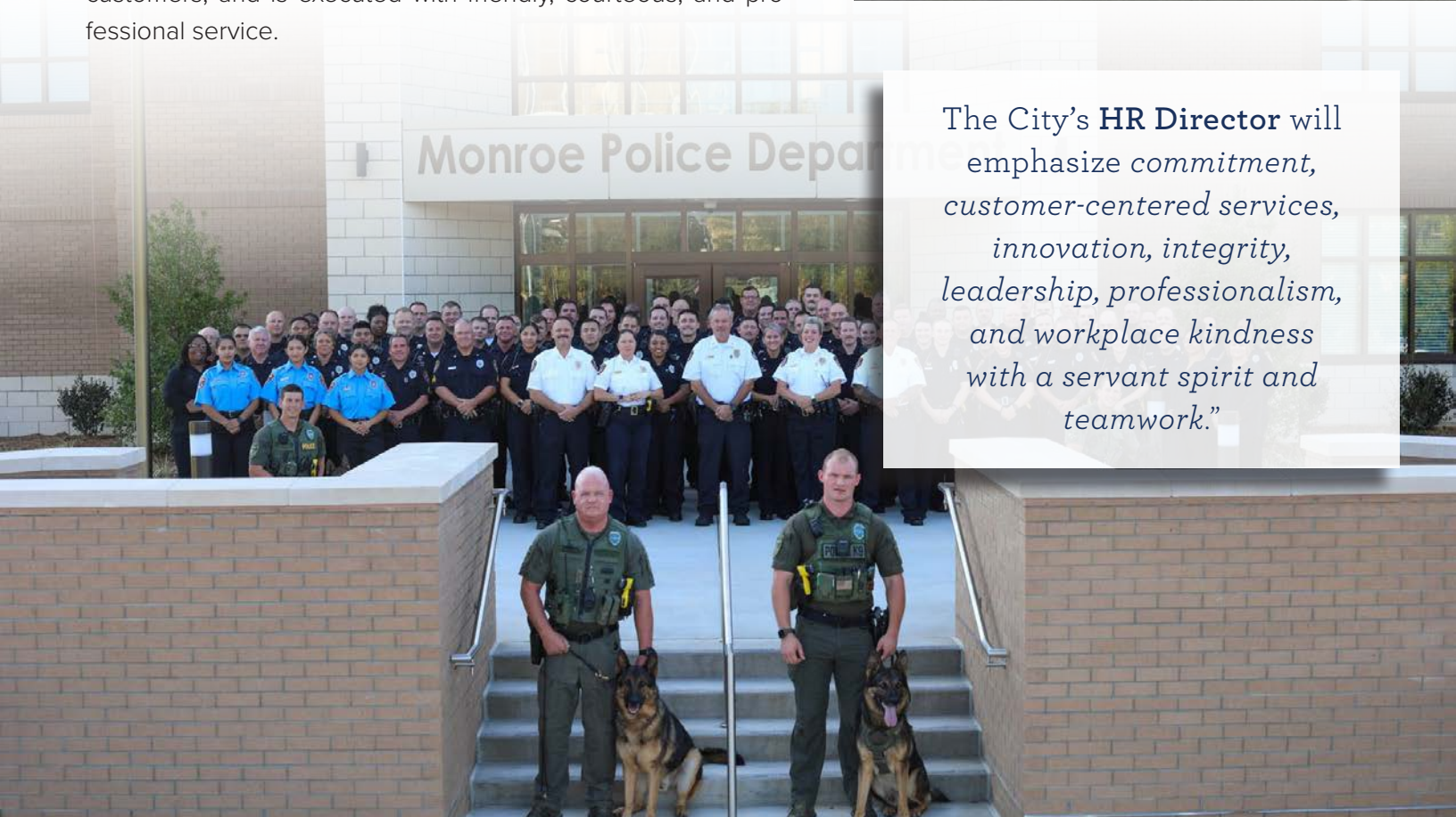
Monroe's Human Resources department recognizes that human resources recruitment, selection, training, development, and retention services are essential to acquiring and maintaining a qualified, competent, loyal, diverse, and motivated workforce to meet the City's needs successfully.

Monroe's **HR Director** oversees a budget of \$1.3M and 7.5 FTE. The department's positions include a part-time HR Analyst, two HR Analysts, a Risk Manager, a HR Support Tech II, and an Administrative Assistant. The City's next **HR Director** will ensure that the organization's human resources management system is equitable, ensures equal opportunity and treatment for all customers, and is executed with friendly, courteous, and professional service.



Dowd Theater, located in downtown Monroe (above).

Monroe Science Center (below).



The City's **HR Director** will emphasize *commitment, customer-centered services, innovation, integrity, leadership, professionalism, and workplace kindness with a servant spirit and teamwork.*



VISION STATEMENT

Monroe is a vibrant and progressive community in which its citizens are provided with quality residential and job opportunities and recreational and cultural amenities.

MISSION STATEMENT

The City of Monroe is committed to providing reliable, responsive, quality service to our customers at the lowest reasonable cost. We accomplish this through professional and courteous service consistent with making Monroe a vibrant and progressive community.

CORE VALUES

COMMITMENT To be successful, each employee must meet and be committed to all of the ideas and concepts projected through our vision and mission statements. Service to our customers is our most important job. We will make sure that people can count on us to be responsive to the needs of our community.

INNOVATION We will recognize that “the way we have always done it” may or may not be the best and most efficient way to deliver service. We will apply creative and cost-effective solutions in delivering services to our community with a goal of continuously improving the quality of life.

INTEGRITY We will protect the public trust by ensuring that our actions are consistent with our vision, mission, and core values. We will promote honesty and ethical behavior and deliver the highest level of customer service possible.

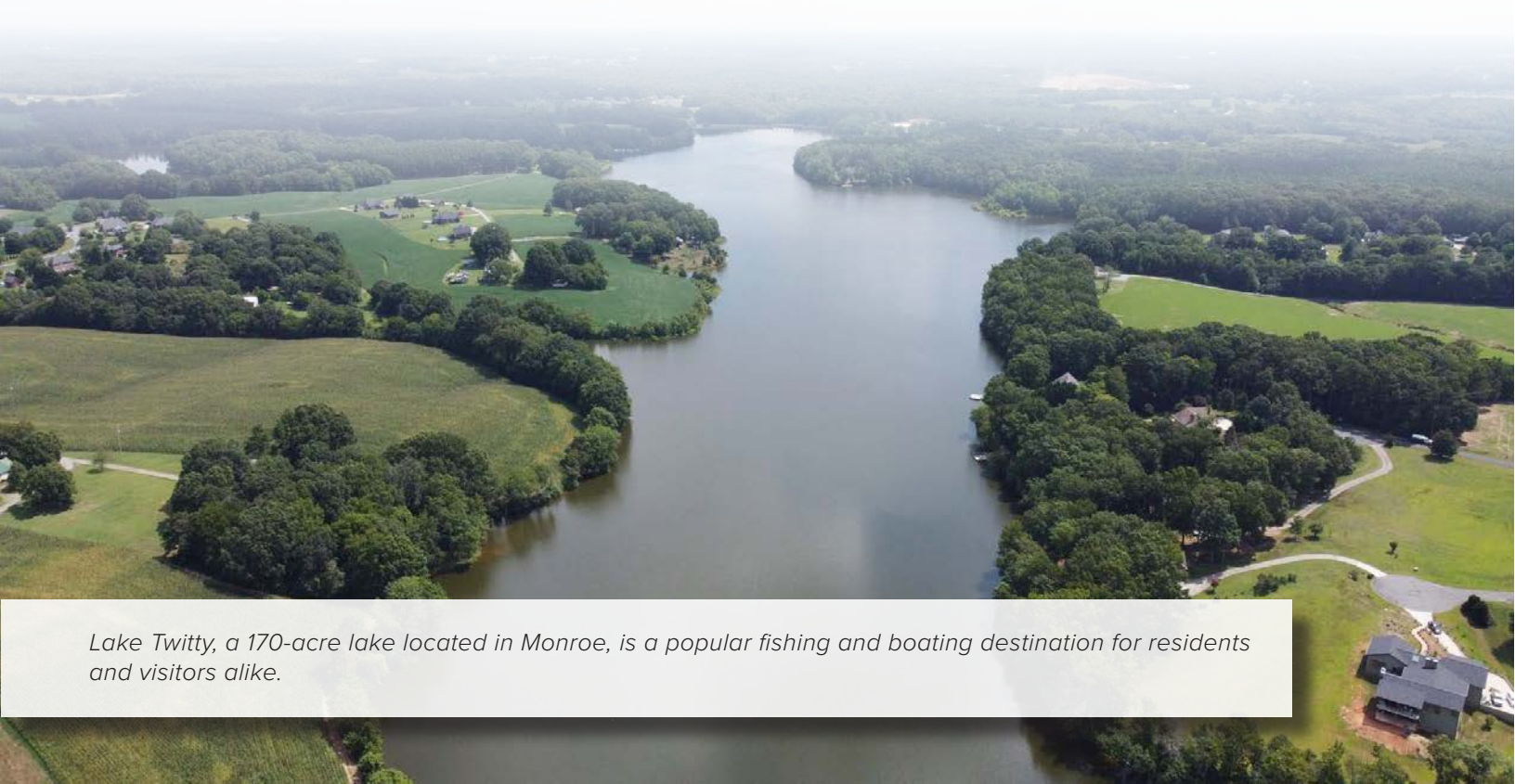
LEADERSHIP We will maintain a highly qualified team of professionals who will be leaders in their areas of expertise. Our team will support and complement the leadership of our Mayor and City Council.

SENSITIVITY As an organization, we embrace differing points of view, diversity, and honesty. Everyone is respected as individuals, and their contributions are appreciated.

TEAMWORK We recognize that the success of our City is dependent upon our ability to perform as a highly effective team. We acknowledge the mutual responsibility of government and citizens to provide a high quality of life and to work together to meet our common goals. **T**ogether **E**veryone **A**chieves **M**ore.

Monroe's City Manager desires a **HR Director** who:

- has extensive experience in implementing HR processes in an organization with 300+ employees;
- is helpful to department customers and works to establish guidelines that are customer-focused that allow department personnel to run their departments without cumbersome processes that slow down effectiveness and success;
- exhibits thoughtfulness in their decision-making skills;
- has extensive knowledge of the practices of public personnel administration, including classification and pay, recruitment and selection, and federal, State, and local laws about employment;
- has extensive knowledge on managing the following:
 - ◊ General Fund and Enterprise Fund pay studies and the ability to execute such studies,
 - ◊ Position control,
 - ◊ Retirement system and employee benefits,
 - ◊ Administering policies, and,
 - ◊ Fair Labor Standards Act laws in the workplace;
- has a diverse background in risk management, impeccable conflict resolution skills, and the ability to explain nuanced differences with other departments;
- demonstrates keen analytical skills and the ability to evaluate, analyze, interpret, and use data to make informed decisions that drive positive changes;
- is knowledgeable and experienced with HR software (the City currently utilizes Munis) and skilled in advancing technology within an organization;
- addresses challenges and opportunities proactively and strategically; and,
- works to develop a meaningful onboarding and training program.



Lake Twitty, a 170-acre lake located in Monroe, is a popular fishing and boating destination for residents and visitors alike.

About the Community:

Incorporated in 1843 and named after James Monroe, the country's fifth president, the City of Monroe is a vibrant and progressive hub of retail, government, culture, and industry in Union County. Monroe, which serves as the county seat, has a population of nearly 40,000 residents. From the large Historic District complete with stately homes and a newly revitalized downtown (front cover photo) to its industrial core attracting businesses from across the globe to the ever-growing retail marketplace, Monroe has something to offer to all – hence its motto “Where Heartland meets High Tech.”

The historic Victorian Courthouse (bottom right), built in 1886, sits magnificently atop a central square and draws attention from every direction. To the north of this central square lie County and City government buildings, and to the south, quaint downtown shops, restaurants, and businesses. Several fountains and small park areas are part of the downtown landscape. A thriving Highway 74 Corridor is where the most prominent restaurants and shopping are found. The City of Monroe is also home to the Charlotte-Monroe Executive Airport, the second busiest general aviation airport in NC with approximately 300 operations daily.

This growing City is experiencing abundant positive energy with downtown development, increasing industrial growth, and residential development. Monroe is known for its aerospace industry cluster and is home to the region's largest precision aerospace manufacturing firm. Collins Aerospace is a vital corporate partner and a cornerstone of the aerospace cluster in Monroe and Union County.

Monroe's industrial base, the Monroe Corporate Center, is strategically located adjacent to the Charlotte-Monroe Executive Airport and South Piedmont Community College. The Corporate Center is home to several international and local companies and has room for continued development. The recent growth of this business segment correlates with the airport's growth. The 6,000-square-foot terminal overlooks a runway recently expanded to 7,000 feet to attract businesses that will land and store their private jets in Monroe.



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Music on Main is a series of concerts held during the summer in the newly revitalized downtown (above).

One of several fountains and small park areas located in the downtown area (below).



Qualifications:

A bachelor's degree in human resources management, public administration, business administration, or a related field and ten (10) years of increasingly responsible supervisory or administrative experience in employee relations, classification and compensation, recruitment and retention, benefits administration, training and staff development **are required***. A NC driver's license **is also required**. **An equivalent combination of education and experience will be considered.*

Preferred qualifications include:

- A master's degree.
- Experience with the Munis ERP software.
- Local government and/or municipal organization experience.
- HR certification (e.g., SPHR, SHRM-SCP, SHRM-CP, IPMA-CP) or eligibility and desire to sit for certification are *preferred*.



Get Outside in Beautiful Monroe!

The City of Monroe offers a variety of parks, greenways, and outdoor events for the whole family to enjoy!

Gateway Park (left) is a postcard-sized park, brimming with beautiful plants, picnic tables and a fountain.

Spring Fest (below) is a family-friendly event held in downtown Monroe in April and features vendors, games, face painting, axe throwing, food, drinks, and live music.



Salary and Benefits:

The hiring range is \$105,000 - \$130,000, depending on experience and qualifications. The City of Monroe provides full-time employees an excellent fringe benefit package including 401(k), medical and dental insurance, six (6) months of successful probation with a 5% increase in salary, performance pay, cost of living adjustments as approved by the City Council, and many other individual and group benefits.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Human Resources Director – City of Monroe, NC** title.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the City’s employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **August 15, 2024**.
- Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation interviews on **September 17 - 18, 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 City of Monroe, NC is an Equal Opportunity Employer.



Beautiful Belk Tonawanda Park, located in Historic Downtown Monroe, connects to the city’s Greenway System.



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/>, and scroll down to “Important Information for Applicants.”