

City of Salisbury - Director, Human Resources

Salary: \$72,267-\$79,789 Excellent Range of Benefits

City of Salisbury Overview: Situated between the Chesapeake Bay and Atlantic Ocean is the capital of the Eastern Shore, Salisbury, Maryland. With a growing population of over 33,000, Salisbury has become home to a very diverse community of people. Whether it is for the vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, or globally known corporations, people are coming to be a part of this ever-changing town.

Human Resources Department Overview: The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, Senior HR Specialist and an Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

Position Profile: The Human Resources Director is focused on assessing strategic organizational needs, driving change, building high-performing teams, and growing leadership capability and capacity. Under the general supervision of the City Administrator, the Director will direct and coordinate all human resources activities related to onboarding, compensation, benefits, employee relations, training, employee services and offboarding. Through active listening, sound advice and effective coaching, the Director will build trusted relationships with leaders, managers and employees.

Requirements: Bachelor's degree in human resource management, organizational leadership, business, public administration or other related field of study and at least 10 years of progressive leadership and management in the HR field. Strong leadership ability with proven management skills in leading and developing staff and working with a highly motivated team. Excellent written and verbal communication skills, and interpersonal skills are essential. A demonstrated commitment to excellence and to high moral and ethical principles with an attitude of creativity, innovation, confidence, and entrepreneurship. Valid driver's license also required.

Closing Date: First Consideration by Friday, October 15, 2021

APPLY: Online at www.salisbury.md/apply upload cover letter, and resume

City of Salisbury HR

125 N. Division St., Salisbury, MD 21801

410-548-1065 Fax: 410-548-3748

Web site: www.salisbury.md

E-mail: jobs@salisbury.md

