



DEPARTMENT: Human Resources
POSITION: Director of Human Resources

TYPE: Director

SALARY: \$86,366 - \$95,355

BENEFITS: Full Range of Benefits

CLOSING DATE: First Consideration by Friday, December 3, 2021



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: 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.

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.

Preferred Education: Bachelor's degree in human resource management, organizational leadership, business, public administration or other related field of study.

Preferred Experience: 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.

How to Apply: On line and upload cover letter and resume at www.salisbury.md/apply

City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801
jobs@salisbury.md; 410-548-1065; fax: 410-548-3748