

SHAMMAS MALIK ★ MAYORAL TRANSITION

# TOGETHER FOR AKRON ★

## Director of Human Resources - Job Description

As Shammass Malik prepares to begin serving as Mayor of Akron in January 2024, his Together For Akron transition team is hiring leaders for his new administration.

Our team is focused on building a city government focused on systemic change in key areas of safety, education, economic development, and housing. We're also excited to improve everyday delivery of city services, making interactions with city government more open, responsive, and collaborative.

Together, we have an opportunity to create a strong and energizing future for Akron. Please consider applying to join this important work.

### **SUMMARY**

The Director of Human Resources is the highest level HR position within the City of Akron. This person provides executive-level leadership and guidance to the City's HR operations and is responsible for setting, enforcing, and evaluating legally compliant HR policies, procedures, and best practices. This person manages a team of professionals that support the City in reaching its strategic talent management goals in alignment with the [Together for Akron vision](#).

A critical member of the Mayor's Cabinet, the Director of HR leads all HR programs and initiatives at the City level, including talent acquisition and retention, compensation and benefits packages, performance evaluations and professional development, and succession planning and leadership development. The person in this role must be a trusted partner and advisor, an empathic listener, and a problem solver who can help bring understanding to a complex system and bridge gaps when misunderstandings occur.

This position reports directly to the Mayor and the Chief of Staff. It is an unclassified, exempt, salaried position.

### **KEY RESPONSIBILITIES**

1. Oversees the daily workflow of the human resource department.
2. Collaborates with executive leadership to define the City's long-term mission and goals; identifies ways to support this mission through talent management.
3. Identifies key performance indicators for the City's human resource and talent management functions; assesses the City's success and market competitiveness based on these metrics.
4. Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
5. Provides guidance and leadership to the human resource management team; assists with resolution of human resource, compensation, and benefits questions, concerns, and issues.
6. Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
7. Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
8. Drafts and implements the City's staffing budget, and the budget for the human resource department.
9. Participates in professional development and networking conferences and events.
10. Performs other duties as assigned.

May work long or irregular hours. May deal with considerable stress and deadlines. May be called upon in off-hours to participate in crisis management efforts or respond to other dynamic, evolving circumstances. Performs other related tasks as requested by the Mayor or their designee.

### **ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES**

1. Excellent verbal and written communication skills.
2. Excellent interpersonal and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Strong analytical and problem-solving skills.
5. Strong supervisory and leadership skills.
6. Thorough knowledge of employment-related laws and regulations.
7. Knowledge of and experience with varied human resource information systems.
8. Proficient with Microsoft Office Suite or related software.

### **EDUCATION AND EXPERIENCE**

1. Bachelors degree in Human Resources, Business Administration, or related field required; Masters or law degree highly preferred.
2. At least ten years of human resource management experience required, with strategic, talent management, and/or business development experience highly preferred.
3. SHRM-CP or SHRM-SCP strongly preferred.

4. Experience working with Labor unions and experience with labor negotiations preferred.

### **PHYSICAL REQUIREMENTS**

1. Prolonged periods of sitting at a desk and working on a computer.
2. Must be able to lift 15 pounds at times.

### **APPLICATION PROCESS**

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the City of Akron looks at criminal convictions on a case-by-case basis.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Akron is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the City realize its full potential. The City benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The City is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.