

CITY OF SEDONA, ARIZONA

invites your interest in the position of

HUMAN RESOURCES MANAGER



Closing date: September 21, 2023

THE POSITION

The world-renowned community of Sedona seeks an experienced and collaborative leader to serve as the next Human Resources Manager.

The Human Resources Department oversees employee/manager relations, recruitment and referrals, classification and compensation, evaluations, disciplinary issues, disability programs, retirement programs, employee appreciation events and programs, leaves of absence, policy revisions and implementation, safety, employee relations, and health and wellness programs, state and federal labor law mandates, and creation and revision of job descriptions.

The HR Manager manages the administration of the position classification and pay plans, assists in organizational developmental training and career development, administration of employee benefit programs, and addresses mandates and issues involving the Equal Employment Opportunity Commission, The Department of Economic Security, Uniformed Services Employment and Reemployment Rights Act, The Affordable Care Act, The Department of Public Safety, Workers' Compensation, Family Medical Leave, and Americans with Disabilities.

The HR Manager will report to the City Manager or the Deputy City and oversees one Human Resources Specialist serving approximately 170 full- and part-time regular employees and 40 seasonal employees.

The workweek for the executive management team is generally 7:00 a.m. to 6:00 p.m. Monday through Thursday with performance of duties as necessary outside these normal business hours.





THE CITY

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City.

Sedona has a staff of approximately 170 employees and City departments include the City Manager, City Attorney, City Clerk, Community Development, Finance, Housing, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Public Works, Sustainability, Tourism & Economic Development, Transit, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City.

The City, as a small community under 9,500 population, is close knit and provides exceptional opportunities to experience a wide variety of recreational activities.

DEPARTMENT VISION

The Human Resources Department is a model for excellence and leadership in human resource management, emphasizing strategic and progressive human resource practices, high quality service, efficiency, employee growth and development.

The department seeks to implement human resource best practices and innovative human resource solutions that support the attraction, development, rewarding and retention of a high performing, diverse workforce.

THE IDEAL CANDIDATE

The HR Manager will be an established leader in the human resources field with comprehensive knowledge of the principles, practices, and techniques of human resources administration and management, including recruitment, selection, training, compensation and benefits, and personnel information systems. The ideal candidate should have a proven ability and passion to engage staff and shape the culture in a positive manner while integrating policy, best practices, and employment law.

In addition, the incoming HR Manager will demonstrate the following leadership characteristics:

- Uses superior interpersonal and relationship skills to effectively build relationships; guides and influences others in a positive manner and effectively communicates to a variety of audiences.
- Utilizes creative problem solving techniques that anticipate future trends; applies knowledge and integrates data from multiple sources before drawing conclusions.
- Carefully considers implications and impact of decisions, and takes immediate action as required.
- Effectively works with difficult people and challenging situations, and is an adept problem solver.
- Comfortably embraces frank and open discussions with others in order to work toward solutions.
- Effectively mentors and coaches employees, managers, peers, and leaders.
- Maintains a global perspective in decisions; demonstrates an understanding of multiple stakeholder needs; negotiates effectively while maintaining good relationships.
- Exhibits behavior as a supporting and caring leader, dedicated to improving employee morale and maintaining our current workforce in an era of high turnover.

EDUCATION & EXPERIENCE

Qualified applicants will have a Bachelor's degree in public administration or related field, a minimum of five years responsible professional experience in personnel administration, human resources, employment law or a related field, including three of those years in a management capacity.

Knowledge of employment law, regulations, and human resources practices is required.

A Master's degree and past experience as an HR Director/Manager, Deputy or Assistant HR Director is desirable.



COMPENSATION & BENEFITS

The City of Sedona provides a competitive compensation with a comprehensive benefits package.

The hiring salary range for this position is between \$90,292.00 - \$130,187.00/DOQ.

Benefits include:

- Arizona State Retirement System
- EAP programs for employees and family members
- Medical, dental, and vision coverage paid at 100% for the employee and a generous partial percentage for dependent coverage.
- Substantial HSA employer contributions
- City provided \$50,000 in life insurance
- Short- and long-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Deferred compensation 457b plans
- 4/10 workweek (3-day weekends)
- Relocation assistance
- Eleven paid holidays
- Wellness programs
- On-site gym

HOW TO APPLY

To be considered for this incredible opportunity, applicants should apply at www.SedonaAZ.gov/Jobs and upload their resume and other supporting material by Thursday, September 21, 2023.

This is a highly confidential search process. References will not be contacted until mutual interest has been established in the later stages of the recruitment process.

Inquiries are welcomed and may be directed to City of Sedona, Human Resources, 928-203-5189 or 928-203-5038 or HumanResources@SedonaAZ.gov.

This position is open until filled.

