

Photo credit:
cornell.edu



CITY of ITHACA - NEW YORK

Invites qualified candidates to
apply for the position of:

Director of Human Resources

Salary Range: \$104,379-\$125,255

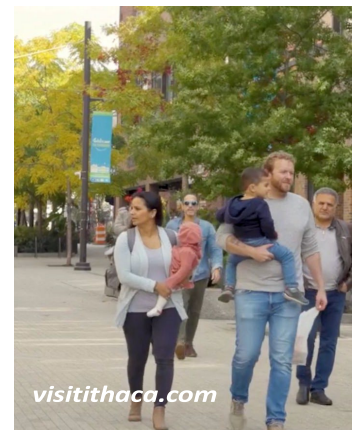
Welcome to Ithaca



Nestled in the Finger Lakes region of New York, the City of Ithaca boasts a population of 31,700 and is the Tompkins County seat.

The City has been nationally recognized for its quality of life with the natural beauty of Cayuga Lake, Cascadilla Creek Gorge, and Ithaca Falls, among others, providing opportunities for multigenerational fun.

In addition to its international restaurants, wineries, cideries, arts, and theater opportunities, Ithaca is also home to higher education institutions Cornell University, Ithaca College, and Tompkins Cortland Community College; the result is a multicultural population, which includes independent business owners, artists, writers, performers, scientists, researchers, professors, and students all adding to the vibrancy of this college town in an urban setting.





The Position

Photo Credit: The Ithaca Voice

The Human Resources Department is an essential partner that cultivates a high-performing, diverse workforce that provides exceptional services to the community. The Director of Human Resources leads this effort.

In day-to-day activities, this looks like:



HR MANAGEMENT

Confidential, responsible administration of personnel management for the city's 400+ employees



IDENTIFICATION

Identifying and implementing new strategies for organizational development, employee wellness, and effective workforce communication



REPRESENTATION

Representing the City in labor relations (and other negotiation-type matters)



IMPLEMENTATION

Ensuring successful implementation of diversity, equity, and inclusion policies of the City

The Director of Human Resources reports directly to the City Manager, with latitude given for independent judgment and discretion within this highly confidential position.



Challenges and Opportunities

Photo Credit: visitithaca.com

Challenges, Responsibilities, and Opportunities

The Director of Human Resources will be challenged with addressing issues of staffing, retention, and attraction.

Employee engagement and retention

It will be the responsibility of the Director to observe, conceptualize, gain feedback, and implement policies that will address current personnel matters such as employee engagement and retention.

Addressing current vacancies

As the City grows and changes, the Director will need to assess and manage both the recruitment of new employees with a succession plan for future vacancies. There is an opportunity for an ambitious, passionate candidate to fill key positions, while also attracting a diverse workforce reflective of the community.

Digital transformation

The Director of Human Resources will drive digital transformation for the Human Resources department. The City also has its sights set on process improvement. Creating workflows and organizational systems that allow the City to reach its goal of improved efficiency is another opportunity for interested candidates.

The right people in the right positions

The Director of Human Resources is instrumental in outfitting the City government with the right people in the right positions to allow it to continuously function effectively for its citizens. When energized, mission-driven individuals work together as a team, not only are the needs of the City of Ithaca met, but the community flourishes.

Job Description

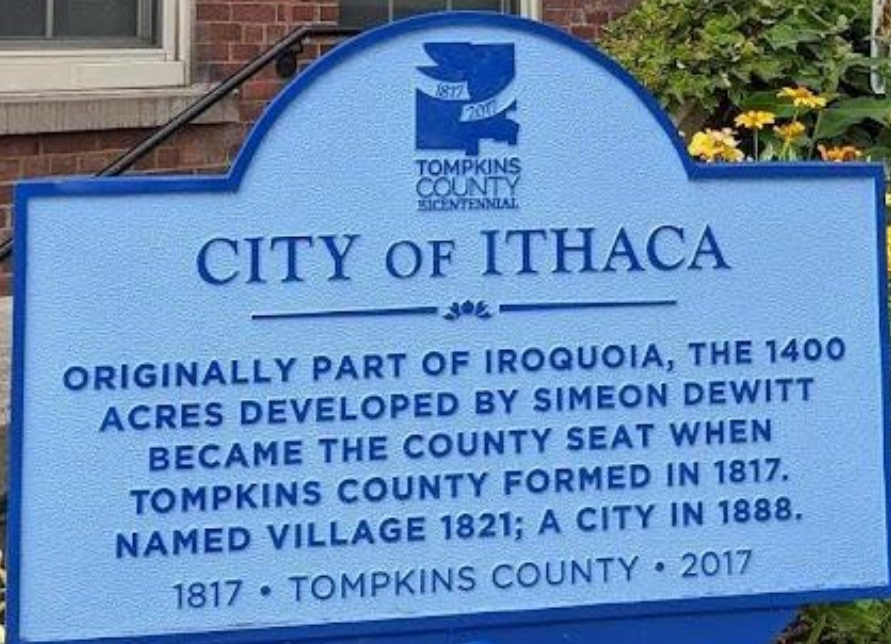


Photo Credit: Brian Bessire

Formal Job Description / Duties

With direct leadership of a staff of 6, the Director will be expected to develop HR strategies with an equity lens, oversee operations and ensure compliance. The successful candidate will also have an integral role in city employment-related negotiations, counsel supervisors on employee and labor relations matters, and meet with union representatives to discuss issues.

The Director of Human Resources will be expected to advance effective staffing strategies and implement plans to attract and retain employees of varying backgrounds. Fostering an environment where morale is high, and employees work in tandem to achieve the City's goals, is also an important part of the execution of this role.

The Director of Human Resources also oversees the administration of all employee benefit programs. Finally, an additional component of the role is to oversee initiatives to improve the health and safety of all City's employees. It is crucial that the successful candidate have proven experience working with and serving a diverse community.

Additional responsibilities:

- Develop and administer employee compensation plans
- Analyze training needs and address as appropriate
- Analyze and assess onboarding and training needs and prepare and deliver effective programs to meet those needs
- Manage and support an office
- Prepare a budget
- Supports and informs city employees

Qualifications

Minimum qualifications include:

- A master's degree in public administration, industrial or labor relations, human resource management, or a closely related field with a similar course curriculum and 3 years of full-time paid administrative experience, or its part-time/volunteer equivalent, in the human resources field. Alternatively acceptable is the possession of a bachelor's degree and 5 years of full-time paid administrative experience or an equivalent combination of these options.
- A passion for diversity, equity and inclusion initiatives, and experience implementing successful strategies to attract and retain diverse candidates and fostering of an open, equitable working environment for all employees is a plus.
- Thorough knowledge of personnel administration, including public-sector labor relations.
- Thorough knowledge of collective bargaining, presenting labor arbitration cases, disciplinary cases, employment-related appeals, and other quasi-judicial employer-employee proceedings.
- Knowledgeable in federal, state, county, and local equal employment opportunity and anti-discrimination laws, regulations, case law, and policies, including the ability to interpret and implement the same;
- Knowledgeable in federal, state, county, and local labor and employment laws.
- Informed on public administration as it pertains to local government and the theory and administration of a civil service system.

A successful candidate will also be skilled in analysis, creative problem-solving, communicate effectively, both orally and in writing, and establish and maintain effective working relationships with people of various cultures and socioeconomic levels.

To Apply

This recruitment effort is confidential and all contacts, inquiries and communications will be treated as such throughout the process. This position is considered open until a final selection is made.

- Candidates are strongly encouraged to apply by November 30, 2023.
- Expressions of interest should be sent via email and should include a cover letter, resume, and list of 3 references.

Pracademic Partners is assisting the City of Ithaca with this executive search. All materials should be sent, in confidence, to: ian@pracademicpartners.com with the subject line: **Director of Human Resources - City of Ithaca.**

The City of Ithaca is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Commitment to Equity and Justice Statement

The City of Ithaca is committed to creating an inclusive environment free from barriers that prevent each employee and community member from thriving. This includes changing systems, policies, procedures, legislation, and processes that have historically and continue to negatively impact members of marginalized groups. We want the City staff and Ithaca community to achieve their highest potential. To do this, we commit to:

- Educating ourselves on the historic systems that produced the disproportionate outcomes we see today
- Using an equity lens to evaluate all decision-making processes
- Engaging in courageous conversations that may be difficult and bring discomfort
- Acknowledging power differentials and the reality that some folks benefit from the oppression of others

