



Human Resources Director

About The Community

The City of Alexandria is located approximately 70 miles west of the regional trade center St. Cloud on Interstate 94 and 125 miles northwest of the Twin Cities Metropolitan Area. The community, located in central Douglas County, includes approximately 18 square miles of land with a population of 15,263 however, the regional population is nearly 40,000. Important traffic corridors include I-94 and Highways 27 and 29. As a thriving lakes community, year-round recreational opportunities abound, including bicycling, boating, kayaking and fishing in the summer and snowmobiling and ice fishing in the winter. Alexandria's number one attraction remains the lakes that virtually surround the City. Alexandria has one of the most progressive and technologically savvy populations in the region. The Alexandria area serves as a corporate headquarters and center for research and development for many high-tech companies, is known for its outstanding healthcare, quality public schools and is home to top ranked Alexandria Technical & Community College. Education, innovation and collaboration are the hallmarks nourished by the city, the community and local industry and commerce. As the Alexandria Area Economic Development Commission states: "Small-Town Feel, Big-City Perks". Find out more about Alexandria at: <https://www.livingalexarea.org/why-alexandria/lakes/>

About The City of Alexandria

The City of Alexandria is governed by a home rule charter. The Alexandria City Council is comprised of elected officials consisting of a Mayor, elected at large and five City Council Members, all of whom are elected by ward. The Mayor serves a four year term and Council Members serve four year terms which are staggered every two years. City elections are held on even-numbered years. The City employs approximately 80 full-time and 50 part-time (permanent & seasonal) employees who provide residents a wide array of municipal services including administration, finance, public safety (police & fire), public works (streets/stormwater & parks/facilities), building permits/inspections and planning and zoning. The City also operates the Runestone Community Center (RCC), two off-sale liquor stores, and owns a municipal airport.

About The Position

The Human Resources Director is responsible for the leadership and overall implementation and coordination of the City's human resources programming and functions such as classification and compensation, benefit administration, performance management, organizational development, HR systems, recruitment and retention, training and development, personnel and labor relations, safety & risk management and legal compliance with employment policies and laws. The person in this position must be a visionary and a collaborator who will provide overall leadership to the entire organization. Prior municipal HR experience is highly desired. Upon hire, the Director will also become an integral part of

the City's leadership team. The HR Director must have exceptional interpersonal skills to be able to build professional effective working relationships, have excellent oral and written communications skills to effectively communicate with a variety of individuals and personalities.

Experience & Education

The required qualifications for the position of Human Resources Director include: Bachelor's degree in business or human resources management & Minimum of eight years of relevant work experience, preferably in a municipal setting with:

- Extensive knowledge and experience in the principles and techniques of human resources
- Strong leadership skills, evidenced by successfully building and motivating teams, and by effectively working as a partner with a leadership team
- Demonstrated success working with people at all levels in the organization, with a commitment to working on cross-functional teams
- A disposition and approach to relationships and work which is open, honest trustworthy and fair
- Able to manage information with discretion and in a confidential and professional manner
- Ability to manage complex projects, handle multiple tasks and meet deadlines
- Professional written, verbal and interpersonal skills
- Strong organizational and time management skills and attention to detail
- Strong work ethic and time commitment to organizational success
- Self-directed individual with initiative and flexibility

Compensation & Benefits

The salary range for this position is \$85,553 - \$112, 288, DOQ. Excellent benefit package includes: Comprehensive Health Insurance (single or family option); City contribution to HSA and/or VEBA; Life Insurance; Public Employee Retirement Association (PERA); Cafeteria (flex plan); vacation and sick leave accruals, 11 paid Holidays, Merit Pay and voluntary benefit options.

Selection Procedure

Qualified Applicants are encouraged to apply by September 6, 2023. This is the deadline for the first review of applications, the position will remain open until filled.

Apply online at: <https://alexandriamn.city/employment-opportunities/> (a resume will be required).

Applications not meeting the minimum requirements will not be considered. Information provided on the application will be evaluated through a T&E scoring process. Based on the T&E screening, those candidates with the most relevant qualifications, training & experience will be invited to interview. Appointment to this position is contingent upon passing a pre-employment physical & drug/alcohol testing, criminal background check and the ability to provide verification of authorization to work in the United States.
