



HUMAN RESOURCES DIRECTOR



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The City of Bartlesville, Oklahoma, seeks a highly motivated, experienced and visionary leader to serve as the Human Resources Director. The Human Resources Director reports directly to the Assistant City Manager and plans, organizes and administers a comprehensive program to provide leadership and direction in human resources management for the City as well as interprets the goals and policies of the City Council under the direction of the Assistant City Manager and City Manager.

The Human Resources Director leads and oversees all functions of the Human Resources Department, including the development, communication, and administration of policies, procedures, and organizational standards. This position is responsible for establishing long-range goals, strategic objectives, organizational structure, and overall direction for human resources operations. The Human Resources Director provides leadership across both operational and strategic HR initiatives, including talent management, employee relations, labor relations, compensation and benefits, safety, risk management, workers' compensation, compliance, and organizational development.

REQUIRED

Valid State Driver's License

PREFERRED

SPHR or PHR Certification preferred, Notary Public.

EDUCATION/EXPERIENCE

The City desires an applicant with a Bachelor's degree from an accredited college or university in Human Resources, Business Administration, Public Administration, Organizational Development, or a closely related field. A Master's degree in Public Administration, Business Administration, Human Resources, or a related discipline is preferred. A minimum of seven (7) to ten (10) years of progressively responsible experience in human resources management is required, including at least three (3) to five (5) years in a supervisory or leadership capacity. Experience in the public sector, preferably within municipal government, is strongly preferred. Relevant professional certifications are highly desirable, including but not limited to the SHRM-CP or SHRM-SCP from the Society for Human Resource Management, or the PHR or SPHR from the HR Certification Institute. Experience overseeing or administering key human resources functions such as employee relations, labor relations, talent acquisition, compensation and benefits, safety programs, risk management, workers' compensation, and regulatory compliance is required.



HUMAN RESOURCES PERSONNEL

<u>Title</u>	<u>No. of Positions</u>
HR Director	1
HR Manager	1
HR Sr. Admin Assistant	1

COMPENSATION

The pay range for the Human Resources Director for the City of Bartlesville is \$101,940-\$152,880 and is commensurate with experience and qualifications.

A city issued iPad is provided, as well as an extremely attractive benefits package.

EMPLOYEE BENEFITS

- Medical Insurance (including ZERO card and Direct Primary Care Clinic)
- Dental Insurance
- Vision Insurance
- Life Insurance
- STD & LTD Disability Plans
- Cafeteria Plan
- Flexible Spending Card
- Retirement Plan
- Deferred Compensation Plan
- Vacation
- Sick Leave
- Attendance Bonus
- Family Sick Leave
- 11 Holidays
- Longevity Pay (after 5 years)

HOW TO APPLY

For additional information on this exceptional opportunity, please contact Assistant City Manager Laura Sanders at 918.338.4201 or hr@cityofbartlesville.org.

Submit applications to the Human Resources Department at www.cityofbartlesville.org or email to hr@cityofbartlesville.org.

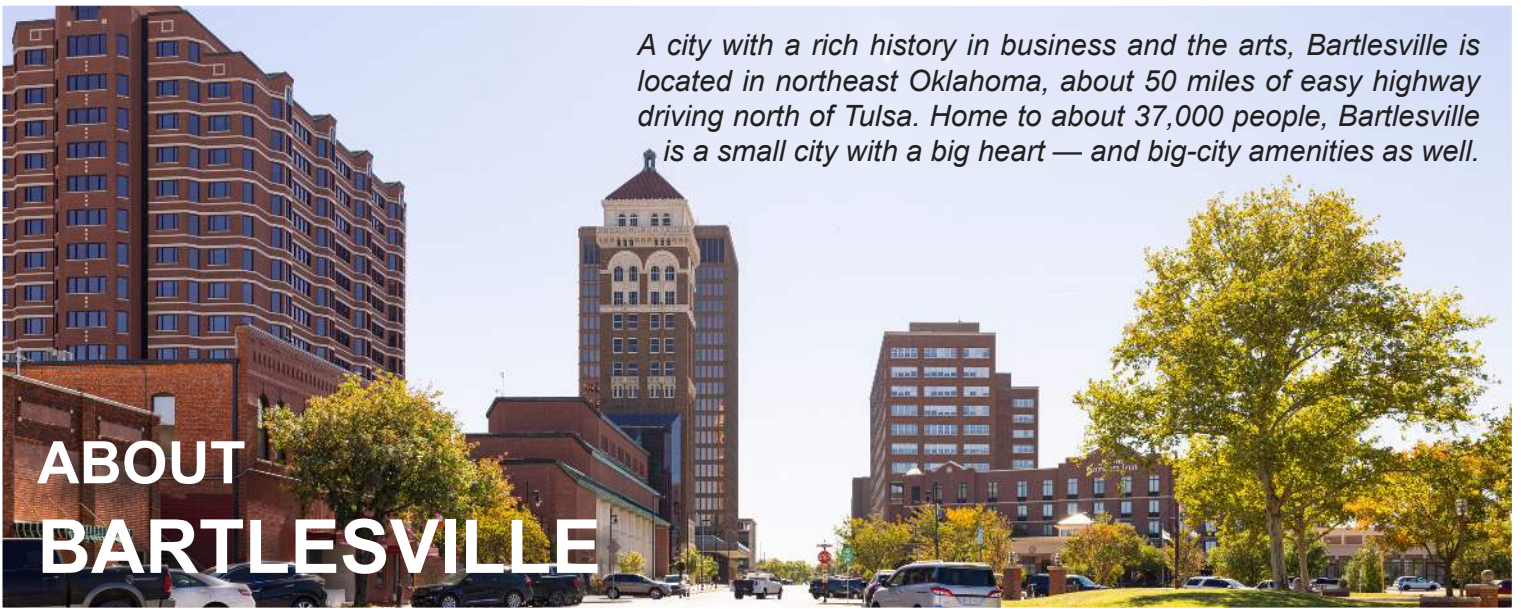
RESOURCES

City of Bartlesville Website:
www.cityofbartlesville.org

Bartlesville Chamber of Commerce:
www.bartlesville.com

“Why Bartlesville” videos:
www.bartlesville.com/why-bartlesville





A city with a rich history in business and the arts, Bartlesville is located in northeast Oklahoma, about 50 miles of easy highway driving north of Tulsa. Home to about 37,000 people, Bartlesville is a small city with a big heart — and big-city amenities as well.

ABOUT BARTLESVILLE

Bartlesville is a charter city with a council/manager form of government. The City Manager oversees all City operations and is responsible for all departments and employees, with the exception of the City’s attorney, municipal judge and treasurer, which, along with the city manager, are appointed directly by the City Council.

The City of Bartlesville consists of 24 departments, 18 of which are financed through the General Fund. Six are Enterprise Funds. General Fund departments make up the general operations of the City, including the two largest, Police and Fire, as well as Streets, Parks and Recreation, Engineering and Community Development. Enterprise Funds include Water, Wastewater, Sanitation and Golf.

Bartlesville is a great place to live, work and play, catering to families of all sizes and structures. Bartlesville Public School District, one of the top five districts in the state, offers general and advanced education for students pre-K through 12th grade, and older students have the option of two universities, Oklahoma Wesleyan University, which has an extensive Bartlesville campus, and Rogers State University, which is based in Claremore, Oklahoma, but offers on-site instruction at a complex in the heart of the city’s beautiful downtown — a thriving and growing community offering restaurants, shopping and business, thanks to the foresight of community leaders and volunteer groups.



BARTLESVILLE STATISTICS

Population	37,290
Median Age	38.5
Median Income	\$53,098
Median house/condo	\$159,900
Median Rent	\$750
Year Incorporated	1897
Land Area	21.1 miles

