



## Assistant Human Resources Director, City of Bellevue Washington

Are you a strong leader? Do you have a passion for public service? Do you want to be part of one of the most forward-thinking cities in the country? The City of Bellevue is looking for an Assistant Human Resources Director to join our Human Resources Department leadership team. As a member of the Human Resources leadership team, the Assistant Human Resources Director will work collaboratively with the Human Resources Director to provide leadership for the department and other departments in the city on human resource-related issues.

The City of Bellevue fosters an environment of open communication, collaboration, and a commitment to an atmosphere that is open; where ideas and feedback are encouraged, supported, and valued.

The City is seeking an Assistant Human Resources Director to provide, innovation, vision, leadership, and management expertise for the following key areas:

- Managing and directing the city's recruitment and selection services; oversees civil service process.
- Administering policies and procedures for non-affiliated employees; drafts new and revised policies as needed; ensures legal compliance with federal and state labor laws.
- Managing the city's employee relations services; conducts interventions and investigations; analyzes and recommends solutions to staffing issues; oversees performance management process.
- Establishing and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Participating in or facilitates citywide committees and task forces

The Assistant Human Resources Director is expected to work collaboratively with city department on these key areas.



Candidates must have five (5) or more years of progressively responsible related experience in human resources legal compliance; including knowledge of staffing and selection practices and generalized knowledge of most human resources functional areas, as well as supervisory experience. Candidates must have general and specific knowledge of Federal, State and local human resource management regulations, personnel, labor/employee relations recruitment, selection, records maintenance, benefits, workers' compensation, EEO, and safety procedures. A Bachelor's degree from an accredited four-year college or university with an emphasis in Human Resources, Public Administration, and Business, Communications or a related field is required.

The salary range for this position is \$104,392 to \$144,103 annually, depending on qualifications and experience. The City of Bellevue offers a number of retirement options and extends a full range of leave and benefits to employees.

A brochure, benefit summary and other information on the City are available at:

<https://www.dropbox.com/sh/xe5bba5s377sbbi/AABOQ0KX2GmiFd21XQDxpOPca?dl=0>

The City of Bellevue offers an unparalleled quality of life

<https://www.youtube.com/watch?v=oqbSjh0V4mM>

We look forward to you considering this great opportunity. **If you are interested please submit your resume and cover letter for the Human Resources Director position in Bellevue, Washington by email to [mikemercergroup@gmail.com](mailto:mikemercergroup@gmail.com).** In addition to your resume and cover letter, a short 20 minute questionnaire has to be completed to fully evaluate your qualifications for the position. The following is the link to the questionnaire:

<https://www.surveymonkey.com/r/BHR8RY6>

**Please complete the questionnaire and submit your resume and cover letter no later than Monday, March 5 2018.** If you have any questions, please do not hesitate to contact Mercer Group, Inc Senior Vice President Mike Letcher at (520) 891-1953. Thank you for considering this great professional opportunity.