



City of Seattle



PERSONNEL DIRECTOR

Salary \$96,862 to \$145,283
(appointment anticipated near the mid-point)

SEATTLE

SEATTLE

THE COMMUNITY

The City of Seattle was incorporated in 1869, and is the largest city in the State of Washington. Located 113 miles south of the Canadian border, Seattle is situated between the Puget Sound and the shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. With a population of more than 573,000 residents, and an equivalent daytime workforce, Seattle is an active urban center with safe neighborhoods, vibrant retail and commercial centers, and an outstanding quality of life. Seattle serves as the commercial, cultural and technology hub of the region, and is home to Boeing, Microsoft, REI, Nintendo, Starbucks, and Amazon.com.

The City has made preservation of natural resources, parks and open space a high priority, resulting in an extensive park system that includes golf courses, playing fields, swimming pools, bike paths and trail systems. 27 performing arts centers draw major national and regional events to Seattle, and the City is home to opera, symphony, ballet and theater companies. The City's rich historic heritage has been preserved, and historic districts now house specialty shops, cafes, microbreweries, fine dining, bookstores, antique malls, and galleries. Seattle has been named the best US city for access to wireless Internet connections; a top US city for arts-centric businesses and organizations; and the 2nd "Most Kid-Friendly City."

The Seattle Mariners (baseball), Seattle Seahawks (football), Supersonics (basketball), Storm (women's basketball), Sounders (soccer), and Thunderbirds (hockey) provide year-round entertainment for sports fans. Outdoor enthusiasts enjoy activities at the area's numerous lakes, rivers, and mountains. Residents can ski the Cascades and sail Puget Sound in the same day; walk and bicycle miles of trails; and hear world-class concerts, making this one of the best places for fun on the West Coast.

Seattle offers a wide variety of housing opportunities, and residents enjoy the amenities of metropolitan living combined with the natural

environmental beauty of the area. Choose from a single-family home, condominium, a restored Victorian, or a home in a thoughtfully planned new development. The average cost for a single-family home is \$400,000.

The City has numerous major colleges, universities, and private schools serving the community, including the University of Washington, Seattle University, and a nationally recognized community college system.

Seattle has a moderate climate, with daytime temperatures ranging between 50 and 80 degrees year-round. The City receives an average annual rainfall of 36", much of which falls in the foothills.

CITY GOVERNMENT

The City of Seattle has a non-partisan Mayor-Council form of government. Nine Council positions are elected at large and serve four-year terms. Mayor Greg Nickels was elected to office in November 2001, and previously served for 14 years on the METRO King County Council. He has been a popular choice of the voters, and is known for being smart, progressive, and decisive. He has worked to advance the City's customer service philosophy, and to provide exceptional, cost-effective services that meet the community's needs, today and into the future. He is also known for leading a nationwide effort called the U.S. Mayors Climate Protection Agreement, which brought together mayors from across the country to join him in a pledge to meet or beat the emissions reduction goals of the Kyoto Protocols.

Seattle employs over 10,000 full-time employees, while operating with an annual budget of \$2.8 billion. Approximately 70% of the City's workforce is represented by over 30 bargaining units, most of which work with three-year negotiated contracts.

THE PERSONNEL DEPARTMENT

The Personnel Director reports to the Mayor, and has management oversight of an annual operating budget of more than \$10 million, and a staff of



95 employees. The Department is responsible for providing services to other city departments and city employees, with business interests that span public safety, human services, utilities, parks and recreation, and general government functions. The Department includes five divisions—Labor Relations; Employee Health Services; Classification & Compensation; Management Services; and Employment & Training. The Personnel Department is supplemented by human resources staff within each City Department.

The Personnel Department is working to address the Mayor's priorities by providing cost effective employee benefits; ensuring that personnel practices support the City's commitment to race and social justice; improving efficiency and access to information through the use of technology; ensuring that the City's labor relations environment is effective, respectful and fair; and by implementing driver safety programs and ordinances to protect all drivers on City roads.

POSITION OVERVIEW

The new Personnel Director will serve as a key member of the Mayor's Cabinet. The Director will be responsible for providing the leadership and expertise needed to define and direct strategic Citywide human resource policies and practices. The Director will be an important member of the Mayor's Labor Relations Council and Health Care Committee, both of which bring together representatives of labor and management to address issues of mutual concern. This position is vacant due to retirement of the previous Director.

Some of the current issues that the new Director will manage include:

WORKFORCE PLANNING – A large segment of the City's workforce is aging. The current workforce has an average age of 48 years, with over 15 years of average service to the City of Seattle. Unfortunately, this creates the potential for over 50% of the workforce to retire in the next 10-15 years. In upcoming years, the Personnel Department

will take a leadership role in the development and implementation of strategic Citywide succession and workforce planning initiatives.

RACE & SOCIAL JUSTICE INITIATIVE –

The Personnel Department plays a key role in implementation of the Mayor's Race & Social Justice Initiative. The Director will serve as a member of the Institutional Racism Committee, which explores how racism affects the workforce, its programs, and its employees. The Personnel Director will be the lead for addressing the issue of workforce equity, by ensuring that the City organization represents the community that it serves.

COST OF BENEFITS – Like all employers, the City of Seattle has faced dramatic escalation in the cost of employee benefits. The new Director will serve as an important member of the Health Care Committee, to address ways in which the City can best contain and manage health care costs today and into the future.

RECRUITMENT – The Personnel Department is challenged to attract diverse pools of candidates that have the skills necessary to fill City positions. The Department will need to continue to find new ways to market the City to potential candidates, and to find new ways to compete for skilled workers in a tight employment market.

TECHNOLOGY – The new Personnel Director will need to facilitate the Department's continued migration from a paper-based to a technology-focused work environment.

CANDIDATE PROFILE

The Personnel Director is a complex and influential position that will require a "big-picture" person, with an innovative approach to human resources management. The Director must be a strategic thinker, an exceptional leader, and a creative problem-solver, and must be capable of planning and directing the City's personnel services in a team environment. He or she must be an effective



manager of people, processes, and resources, with an ability to utilize, motivate, and develop the talents of staff. The Director must have exceptional managerial and leadership skills, with a proven record of developing and managing progressive personnel, labor relations, and employee relations programs.

The Director must be a collaborative team player, with high integrity and the ability to make a contribution as part of a team. The successful candidate will have a demonstrated customer-service orientation, highly developed interpersonal skills, political astuteness, and the ability to make tough decisions and own the results. Candidates must have a good sense of humor, and the ability to relate to people throughout the organization and community. The successful candidate will have a record of providing leadership and support to staff; engaging staff in problem-solving efforts; and assisting staff to embrace outcomes. The Director must demonstrate respect and appreciation for a highly skilled, multicultural, unionized workforce, and a sincere interest in staff and the work of the Department.

The ideal candidate will possess a balance of assertiveness and diplomacy, be a good listener, and be willing to discuss matters candidly. This position requires a person with a high energy level, enthusiasm, and a passion for the profession. The new Director must be capable of operating with significant independence and initiative, while working collaboratively within the organization. The successful candidate will be a prudent risk taker, with the ability to address issues in a creative manner. Candidates must have exceptional written and verbal communication skills.

A proven record of advancement and personal stability with past employers must be evident. This is a position of public trust; personal integrity and ethics must be beyond reproach.

EXPERIENCE AND EDUCATION

Candidates must have a bachelor's degree and a minimum of eight to ten years of human resources management experience, in a large governmental or private sector organization. Candidates must have experience providing services in a complex, sophisticated, unionized environment, and must have sound judgment, strong strategic thinking skills, and a demonstrated commitment to serving a multicultural workforce. Equivalent combinations of education and experience will be considered.

COMPENSATION

The City of Seattle has established an annual salary of \$96,862 to \$145,283 for this broad job classification, and an appointment is expected to be made near the mid-point of the range. The City offers an excellent benefit package and working conditions.

APPLICATION AND SELECTION PROCESS

The final filing date for this position is **August 29, 2006**. To be considered for the position, please submit an unbound resume, cover letter, current salary, and references (e-mail preferred) as soon as possible to **Tara Adams** at:



taraleeadams@hotmail.com

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the Selection Committee. Interviews will be followed by reference checks after receiving the candidate's permission. Candidates deemed most qualified will be referred to the Mayor's Office for a final interview process.