

ROANOKE COUNTY, VIRGINIA SEEKS A HIGHLY-SKILLED

DIRECTOR OF HUMAN RESOURCES

HUMAN RESOURCES EXECUTIVE AND LEADER WILL PROVIDE
EXPERT GUIDANCE FOR A THRIVING SUBURBAN COMMUNITY



OUR COMMUNITY

Roanoke County is located in the beautiful Blue Ridge Mountains of Southwest Virginia, and serves 94,000 residents over 250 square miles. The region includes the cities of Roanoke and Salem and the Town of Vinton, and is known for its natural beauty and great blend of culture, entertainment and outdoor activities.

The more than 313,000 citizens of the Roanoke region are served by the Roanoke-Blacksburg Regional airport, award winning school systems, modern libraries, museums and recreation centers, along with varied entertainment and dining options. There are over 25 colleges and universities located within an hour's drive, providing extensive opportunities for life-long learning and employee development. While the atmosphere is vibrant, the residents are relaxed and friendly, and commute times are short, leaving plenty of time to take advantage of the large range of outdoor activities.

Both the Blue Ridge Parkway and the Appalachian Trail run for miles through the County, while the Roanoke River provides a framework for an extensive greenway system and the perfect place for fishing and kayaking. Roanoke County's 1,100 acre Explore Park offers a wide variety of outdoor adventure activities...

(continues inside...)

CANDIDATE PROFILE

The ideal candidate will have background and experience in all facets of Human Resources, particularly in the public sector. The County is looking for someone who will assist in aligning community goals and organizational objectives with the work of our employees, so that our work force will be fully engaged in providing service to our citizens. The new Director should have a thorough knowledge of organizational development including leadership and succession planning. The new Director must be able to work collaboratively to foster excellent employee relations, recruit and retain quality staff, and maintain the County organization as an employer of choice.

The County is in need of reviewing and updating its compensation and employee evaluation systems, which will offer the new Director an opportunity to create and implement a system which rewards exceptional performance through professional development, management training and pay. The County is also in the process of implementing a new HR / Payroll system so experience in this type of transition is desired. A new initiative will be to create a system wide leadership development program to encourage upward mobility when promotional opportunities arise.

Knowledge and expertise is required in the areas of employment law, compensation, evaluation and benefit practices, employee...

(continues inside...)

Questions?

Contact Rebecca Owens
Assistant County Administrator • Roanoke County, VA
rowens@roanokecountyva.gov • (540) 283-8125

THE POSITION

The position of Director of Human Resources for Roanoke County, which reports directly to the County Administrator, presents an opportunity for the right individual to help move the organization into the future. The mature workforce means that many key staff members will be retiring in the near future, and the Director will be essential in identifying, selecting and mentoring future leadership talent.

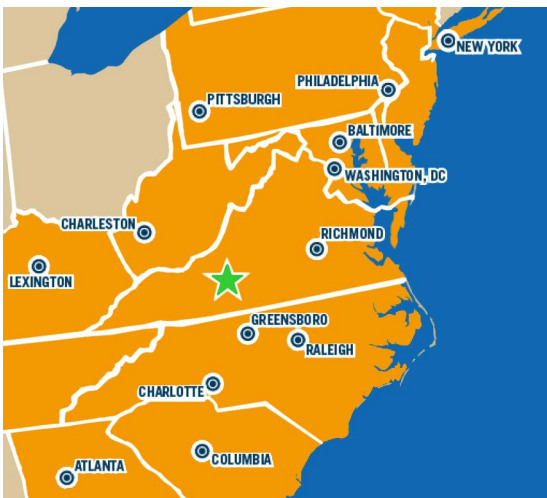
Roanoke County employs approximately 1,020 full time employees, spread out through 16 departments and five Constitutional offices. The departments provide a full range of services to the residents, including curbside trash pickup, an accredited police department, a combination paid and volunteer fire and rescue service, planning, zoning, libraries, parks and recreation and social services. The Director will play a key role in the management team and partner with other staff to implement and administrate policies and procedures, as well as resolving issues.

The Human Resources Director supervises a staff of seven, which interacts directly with Payroll and Finance to on-board employees, obtain and provide benefits, and support the departments with changes in personnel.



Roanoke County offers a range of family-friendly recreational venues for the entire family, including Explore Park, Green Ridge Recreation Center, an extensive greenway system, and easy access to both the Roanoke River and the Appalachian Trail.

OUR COMMUNITY *(continued from front page)*



...including mountain biking, hiking, camping, canoeing and kayaking, just to name a few. Family friendly activities, such as recreation club sports, festivals and parades, make it an ideal place to raise children.

At the same time, the increasingly exciting pace of the downtown Roanoke restaurant scene and night life provides options for evenings and weekends. There are also many opportunities for spectator sports – from Virginia Tech football and basketball to the minor league Red Sox baseball franchise and minor league Rail Yard Dawgs ice hockey team, there is something for everyone. Roanoke County Public Library (RCPL) is an integral part of the Roanoke Valley community, providing a wide range of information, and spaces where everyone feels welcome. Most notably, RCPL became the first library in the nation to make available an Artificial Intelligence (AI) capable robot, and is uniquely suited to offer community resources and instruction on AI, coding, robotics, and digital citizenship. RCPL is one of a handful of libraries leading the national conversation in this arena.

The Roanoke Valley is home to many high-profile companies including Carilion and LewisGale Health Systems, Allstate Insurance, Toshiba Mitsubishi-Electric Industrial Systems Corporation (TMEIC), and Wells Fargo. A recent collaboration between Virginia Tech and Carilion created the Fralin Biomedical Research Institute in Roanoke City, a health science and technology campus that is rapidly transforming the region's economy through research and innovation. Talent development solutions are provided through Virginia Tech, Hollins University, Virginia Western Community College and the Roanoke Higher Education Center, with resources and customized training from entry level to top management. The region's local governments partner with a regional economic development agency to attract new businesses to the area.

CANDIDATE PROFILE AND POSITION REQUIREMENTS *(continued from front page)*

... disciplinary and grievance procedures, organizational development and leadership training, employee relations and human resources information systems.

In particular, the Director of Human Resources must have the following qualities:

- A commitment to communication with employees at all levels of the organization in a trustworthy and effective manner.
- The ability to be part of a team of senior level staff members and contribute meaningful and consistent insight into resolving issues and problems in the human resource area and beyond.
- Experience working with elected officials, and the capability of demonstrating tact and diplomacy in building and maintaining professional relationships with those officials.
- Strong verbal and written communication skills, which must include the ability to interact and explain information to all levels of staff.
- Effective presentation skills which enable articulation of personnel issues, goals and objectives to the Board of Supervisors, the County Administrator, County staff, citizens and the media.
- The highest level of personal and professional integrity demonstrated in both the candidate's public and private life.
- The ability to maintain a high level of confidentiality and build trust with management, supervisory and front line employees.
- Possess a management style which is unbiased, open, friendly and approachable.
- Maintain an active level of involvement in professional personnel-related organizations and professional networking and encourage the HR staff in doing the same.
- Recognize and support tuition assistance, organizational development, training, and other forms of support for employees moving through the organization.



CURRENT ISSUES AND CHALLENGES

Some of the key issues and challenges that the new Director will face in the first six to twelve months on the job include:

- Implementation of an Employee Engagement Survey
- Oversee the implementation of a new HR / Payroll system
- Review of the classification and compensation plans to ensure that County practices are fair and competitive in the marketplace.
- Reinvigorate internal and external training and organizational development activities to promote leadership.
- Assist the departments with succession planning in order to develop internal talent to prepare for retirements and other changes in the organization.
- Work with the Public Information Officer and County Administrator to create new opportunities for internal two way communication.

COUNTY GOVERNMENT

Roanoke County operates under a charter granted by the Virginia General Assembly, with a County Administrator form of government. The five member elected Board of Supervisors appoints the County Administrator to oversee day-to-day operations of the County. The Board also appoints the County Attorney, and there are five elected Constitutional offices – Treasurer, Commissioner of the Revenue, Sheriff, Clerk of the Circuit Court and Commonwealth’s Attorney.

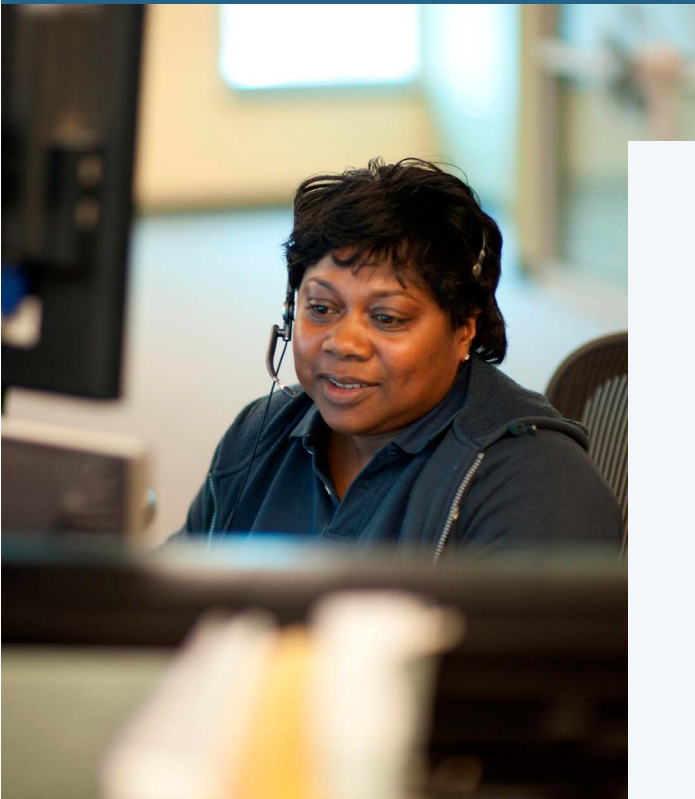
The budget for FY 2019 – 2020 is \$196.9 million and the Human Resources budget is \$887,535. The primary source of revenue for the County is the real estate tax, followed by the personnel property tax on vehicles. The County receives significant funding from the state for schools and constitutional offices, but very little revenue from the Federal Government. For more information about Roanoke County’s government, please see our website at www.roanokecountyva.gov.

EDUCATION AND EXPERIENCE

Requirements include a bachelor’s degree from an accredited college or university with major coursework in personnel management, organizational development, business, public administration or related field and extensive administrative/managerial experience in human resources, preferably in a local government setting. A graduate degree and certification through IPMA or a similar organization is preferred. The most important evaluation criteria will be a demonstrated track record of excellence in dealing with complex human resources programs and issues, a customer service focus and a collaborative approach.

COMPENSATION

The starting salary is competitive, and the expected hiring range is between \$105,000-\$117,000 (negotiable) depending on background and qualifications of the successful candidate. Roanoke County participates in the Virginia Retirement System, and also provides excellent health and dental insurance, short and long term disability, life insurance, a generous flexible leave policy, and a wellness program. The Roanoke County Administration Center is conveniently located near the intersection of major arterial roads, and is near shopping and residential areas.



APPLICATION AND SELECTION PROCESS

Please submit a resume, cover letter, salary history and a list of five professional references to Rebecca Owens, Assistant County Administrator, County of Roanoke, rowens@roanokecountyva.gov by June 7, 2019. In the Subject line of your Email put HR Director Application. You will receive a response that your email was received. If you do not receive this in 5 days, please call the number below.

Applications will be screened after that date for consideration for an interview. Reference checks, background checks and academic verifications will be conducted after receiving candidates’ permission. For more information, please contact Rebecca Owens at (540) 283-8125.

Department: Human Resources Pay Grade: 38
Reports To: County Administrator FLSA Status: Exempt/Compensatory
Last Revised: 8/2004 Last Reviewed: 5/2019

GENERAL STATEMENT OF DUTIES

The Director of Human Resources directs and supervises the County's human resources program. This department head level position plans, organizes, directs, and coordinates the human resources activities of the County. The Human Resource Director formulates operating policies and procedures for the Human Resources Department and the County as a whole. This work is performed under the general direction of the County Administrator. Supervision is exercised over the Human Resource Department staff involved in recruitment, organizational development, position classification and compensation, benefit/systems administration, employee records, employee relations and training. The Human Resources Director is an integral part of the Executive Leadership team.

ESSENTIAL JOB FUNCTIONS

- Provides leadership in planning, organizing, administering, reviewing, and evaluating Human Resources programs while assuring quality customer service.
- Initiates development, implementation, and interpretation of personnel policies and procedures.
- Provides strategic planning and consultation to Senior Level Executives.
- Plans and coordinates Organizational Development efforts including leadership development programs.
- Oversees the implementation of a new HR / Payroll System currently underway.
- Provides the process for recruiting, selecting and retaining qualified staff.
- Responsible for all employee relations activities, including employee hires, promotions, transfers and terminations.
- Manages insurance programs such as health insurance, life insurance and pension plan.
- Directs the administration of the position classification and compensation plans to ensure proper internal relationships as well as consistency with the local and regional labor market.
- Participates in the budgeting process and implements any staffing deployment strategies.
- Oversees the development and delivery of supervisory and employee training and staff development
- Assumes leadership of or participates in special projects which support County employees as well as provides consultation on areas which impact County employees.
- Meets with employees and supervisors to resolve grievances.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Bachelor's degree from an accredited college or university with major coursework in personnel management, organizational development, business, public administration, or related field supplemented by administrative experience in personnel and human resource management including supervisory experience.

Preferred: Master's Degree from an accredited college or university

Experience Required: Minimum of seven (7) years related experience in various areas of the Human Resources function, change management and best practices; considerable supervisory experience.

Certifications/
Licenses Preferred: IPMA-SCP, IPMA-CP or SHRM-SCP

- Knowledge, Skills and Abilities
- Comprehensive knowledge of the specialized principles and practices of public human resources administration including organizational development, benefits administration, classification and compensation, employee relations, and training
 - Thorough knowledge of Organization Development and leadership training
 - Ability to think strategically and develop long term plans and programs and to evaluate work accomplishments
 - Ability to establish and maintain effective relationships with other County officials, employees, and the public
 - Ability to present facts and recommendations effectively
 - Ability to develop and implement effective plans, policies, and programs
 - Ability to communicate both in writing and orally
 - Ability to plan, supervise, and review the work of professional, technical and clerical subordinates

Additional Requirements Subject to a complete criminal history background with acceptable results and verification of credentials. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory Responsibilities Manages a staff of seven human resource professionals

OVERALL PHYSICAL STRENGTH DEMAND

SEDENTARY Lift and/or exert force up to 10 lbs. occasionally or insignificant weights frequently; sitting most of the time.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

| Code | Physical Demand | Code | Physical Demand |
|------|-----------------|------|-----------------|
| O | Standing | C | Sitting |
| O | Walking | R | Lifting |
| O | Carrying | R | Pushing/Pulling |
| R | Reaching | R | Handling |

| | | | |
|---|------------------------------|---|---|
| C | Fine Dexterity | R | Kneeling |
| R | Crouching | N | Crawling |
| R | Bending | N | Twisting |
| N | Climbing | N | Balancing |
| C | Vision (Correction Required) | F | Hearing |
| F | Talking | N | Foot Controls (driving, operation of equip, etc.) |

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

| Code | Health and Safety | Code | Environmental Factors |
|------|--------------------------|------|---------------------------|
| N | Mechanical Hazards | N | Dirt and Dust |
| N | Chemical Hazards | N | Extreme Temperatures |
| N | Electrical Hazards | N | Noise and Vibration |
| N | Fire Hazards | N | Fumes and Odors |
| N | Explosives | N | Wetness/Humidity |
| N | Communicable Diseases | N | Darkness or Poor Lighting |
| N | Physical Danger or Abuse | | |

PRIMARY WORK LOCATION

Office Environment

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Personal computer, calculator, copier, fax, scanner, shredder, projector

PROTECTIVE EQUIPMENT REQUIRED

N/A