



Human Resources Director

THE TOWN

Pineville, incorporated in 1873, was named for the large and abundant pines that cast their shadows over the community. It is one of 7 municipalities in Mecklenburg County and the smallest. The town is approximately a 15 minute drive to Uptown Charlotte.

It is the birthplace of James K. Polk, the 11th US President. Although the home is no longer standing, an original cabin from that time period is kept there to symbolize the one he was born in. There are two reconstructed log cabins, a main house, a cookhouse, and a log barn, all representative of the ones built c.1790. Ladybird Johnson came to Pineville in the 1960's to dedicate the new state site.

About 9,500 residents call Pineville home, with over 1 million people in Mecklenburg County. Pineville offers a

wide variety of housing options from established neighborhoods to newly constructed townhome developments. Residents have a small town feel while having all the amenities of a large city.

Pineville truly offers the best of both worlds. Small town charm with big city amenities. National, brand name retailers and restaurateurs are attracted to Pineville, while the historic downtown area provides a unique setting for local shopping, dining, and cultural experiences.

Pineville is in the midst of several redevelopment projects that will revitalize the downtown area. One of these projects is the construction of a new Library and Town Hall facility. This will provide an added amenity and event space to the historic downtown.

THE POSITION

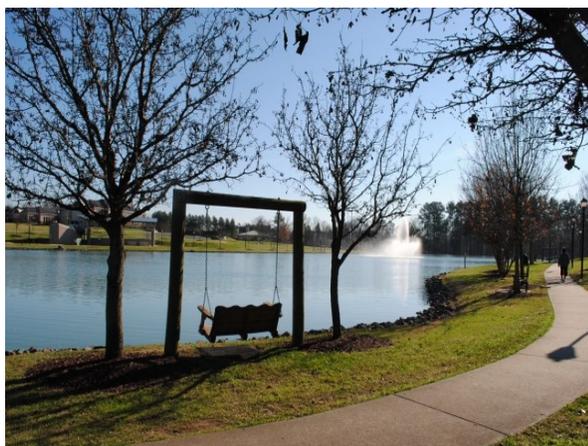
The Town of Pineville, North Carolina, is seeking a new Human Resources Director. The Human Resources Director oversees a variety of complex HR and risk management functions, including recruitment, benefits, compensation and classification, performance evaluation, employee records management, policy development and communication, training, wellness programs, employee safety, worker's compensation, and risk management programs. The Director reports directly to the Town Manager and is an integral part of the Town's executive leadership team.

THE ORGANIZATION

The Town of Pineville operates under a Manager-Council form of government. The Mayor is elected at-large to a two-year term. The Council is the legislative body of government and is comprised of five members elected at-large serving four-year staggered terms. The Town Manager is appointed by the Town Council and oversees the day-to-day operations of the organization.

The Town of Pineville provides a wide range of services. They include planning and zoning, police, public works functions, parks and recreation, internet, telephone, electric services, and street maintenance.

The Town's FY 2021 all funds budget totals approximately \$37.6 million; the General Fund is about \$18.6 million. The organization employs about 86 full-time employees.



THE OPPORTUNITY

This position is a highly responsible work of an administrative nature in planning, developing and directing the Town's Human Resources Department. The next Human Resources Director will be able to design, implement, and execute a broad range of initiatives to build human capacity and put their stamp on the position. The person will also have the chance to reinvent the department. The candidate will have latitude to implement novel and strategically focused work plans. Work is performed in accordance with relevant laws, ordinances, regulations, policies and procedures, and budgetary constraints that impact departmental operations. General management direction is received from the Town Manager and is reviewed through observation, analysis of reports submitted, and through periodic conferences. The Director is also responsible for ensuring that customer excellence is provided to all employees.



THE IDEAL CANDIDATE

The ideal Human Resources Director is a generalist, well-versed in all HR functions, with expertise in benefits, compensation and classification, employee relations, policy development, training, and performance evaluation. The successful candidate enjoys coaching and developing employees. This individual will be able to balance day-to-day operations with long-term projects and initiatives all while handling employee issues.

The Human Resources Director will be able to provide the following: superb customer service to employees and any persons they come in contact with; ability to establish and maintain effective working relationships with subordinates; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports.

The next Human Resources Director will earn the trust and respect of staff throughout the organization and the Mayor and Council, and will partner with the Town Manager to make the Town a great place to work.

TYPICAL QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Human Resources or a related field and five to seven years of progressively responsible HR-related experience.

Certification through a human resources professional organization (SHRM, HRCI, IPMA-HR) or eligibility and desire to sit for certification is preferred, but not required.



COMPENSATION & BENEFITS

The starting salary for the Human Resources Director is negotiable depending on qualifications and experience within a range of \$56,289 to \$70,487.

The Town of Pineville offers a comprehensive benefits package which includes

- Medical, Dental and Vision coverage 100% employer paid
- \$6,000 towards employee Health Reimbursement Account
- North Carolina Retirement System
- Employer Sponsored Wellness Program
- 401 (k), defined contribution plan matching up to 5%

There is also an option to purchase additional life insurance for dependents. Additionally we offer life insurance, short-term and long-term disability, Flexible Spending Accounts and an array of Supplemental Insurances



HOW TO APPLY

The initial review of applications will begin on August 17, 2020. The position is open until filled. To submit an application for employment, please go to www.pinevillenc.gov. Click on the Government tab, Click Employment Opportunities there you will see the Town of Pineville Employment Application

You may fill it out and email it back to: resumes@pinevillenc.gov or fax your application packet to: **704-889-2364**

Or mail your application packet to:
Pineville Town Hall
Attn: Human Resources Dept.
P.O. Box 249
Pineville, NC 28134

You will need Adobe Acrobat Reader to view the PDF files. For questions please contact Ryan Spitzer at 704-889-2291 or email rspitzer@pinevillenc.gov



Town of Pineville is an Equal Opportunity Employer and an Employer at Will