



THE CITY OF CLEARWATER, FLORIDA,  
HUMAN RESOURCES DEPARTMENT  
INVITES YOUR INTEREST IN THE POSITION OF

# HUMAN RESOURCES ASSISTANT DIRECTOR

## OUR VISION:

A community that thrives from Bay to Beach.

## OUR MISSION:

Clearwater is committed to quality,  
sustainable, cost-effective municipal services  
that foster and sustain a healthy residential  
and economic environment.

Clearwater proudly celebrates the quality of our  
experiences, spirit and opportunities.

**Jennifer Poirrier, City Manager**



## COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching and fishing, to cheering on the Philadelphia Phillies during spring training, to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The BayCare Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

## THE ORGANIZATION

The objective of the Human Resources Department is to optimize the city's human resources capability by acquiring, maintaining, developing and retaining a diverse, highly qualified, motivated and productive workforce.

The department is responsible for furthering the City Council's Strategic Plan which is to deliver effective and efficient services by optimizing city assets and resources; foster a prosperous and enduring economy that promotes opportunity for all; ensure exceptional communities and neighborhoods where everyone can thrive; implement proactive solutions and emerging technologies for a sustainable and resilient community and promote a diverse and talented workforce through competitive opportunity, employee wellness and rewarding career growth.

The department also helps to guide 21 city departments with approximately 1900 full- and part-time employees, while establishing and maintaining collaborative relationships with the city's three different labor unions.

These tasks are performed within the divisions of the department which includes: Employee Relations & Equity; Benefits, Leave & ADA; Talent Acquisition & Diversity; Training & Engagement; and Labor Relations, Classification & Compensation.



## THE POSITION

In collaboration with the Human Resources Director, the Human Resources Assistant Director oversees, plans, supervises, and coordinates all personnel programs for the city. The Assistant Director supports the Director in the strategic leadership and operational management of the department. This position is responsible for overseeing key department functions such as talent acquisition, labor relations, classification and compensation, employee relations, benefits administration, organizational training and engagement, and compliance. The Human Resources Assistant Director would be responsible for:

- Planning, organizing, supervising, and managing the development, implementation and maintenance of major personnel programs; conferring and collaborating with department managers regarding matters of personnel administration and developing policies and procedures consistent with the city's strategic plan.
- Supporting the development and review of departmental strategic priorities, ensuring alignment with annual goals, and facilitating the implementation of department action plans.
- Providing leadership, supervision, and general direction to department managers and staff; is accessible, approachable, and communicates with staff to ensure the effectiveness and efficiency of day-to-day operations.
- Maintaining and overseeing the classification and pay plans for city employees; supervising and reviewing analysis of market surveys and studies of fringe benefits, salary, and classifications; supporting the development of bargaining strategy and the costing of proposals.
- Managing and monitoring all comprehensive employee and human resources records; performing position audits, conducting analysis of economic and salary trends, and serves as an FLSA expert; advises upper and middle management on issues related to ADA and FMLA.
- Interprets, explains, and administers city policies and procedures; communicates and provides information regarding personnel programs for administrators, managers, or individual employees.
- Assists and supports in the preparation of the budget and control of departmental operations; ensures adherence of programs to budget guidelines; assists in the development and recommendation of procedural and operational changes.
- Serves as Acting Human Resources Director in the absence of the Director.
- Performing other duties as assigned.



## QUALIFICATIONS

### Education:

Bachelor's Degree in Human Resources, Public or Business Administration, or related field. PHR/SPHR or a similarly recognized certification in Human Resource Management is highly desirable; or the ability to obtain a recognized professional Human Resources certification within six (6) months of hire.

### Experience:

A minimum of seven (7) years of professional-level experience in human resources management, supervision and administration is required.

The Human Resources Assistant Director will adhere to the highest degree of ethics, diplomacy and tactfulness, which includes solid negotiation, conflict resolution and people management skills.

The Human Resources Assistant Director must have experience in creating and maintaining an organizational culture; managing a large, multi-site organization with a diverse set of programs and responsibilities.

The Human Resources Assistant Director will also have competency in establishing and maintaining good collaborative relationships; effective internal and external communications, policy and data analysis, preparing and creating various presentations, employee mentorship and change management skills.

## COMPENSATION

The target entry salary range for this position is \$109,373 - \$125,700 DOQ. The city of Clearwater will provide the Human Resources Assistant Director with a highly competitive benefits package.

## HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at [MyClearwater.com/Jobs](http://MyClearwater.com/Jobs).

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled.

### CLEARWATER HUMAN RESOURCES DEPARTMENT

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Phone: (727) 562-4870

For more information, visit the city's website at [MyClearwater.com](http://MyClearwater.com).

Clearwater is an Equal Opportunity/ADA Employer.  
Under Florida Law, all resumes are subject to disclosure.

