



# Human Resources Director

City of Round Rock, TX



From its frontier beginnings in the early 1800's and its reputation as one of the major stops on the famed Chisholm Trail (cattle drives) to its present day economic impact on the region, Round Rock has been a city of influence in Central Texas. Located just 15 miles north of downtown Austin, the City is one of the fastest growing and best managed municipalities in Texas. Round Rock's tradition is preserved in its historic downtown, but its modern commercial/retail areas and major high quality developments now set the City apart from its neighbors. Over 100,000 residents call Round Rock home and benefit from its award-winning master planning efforts and forward thinking public officials who have established an open and inclusive style of government.

Round Rock is home to Dell Inc and other widely recognized Fortune 500 companies, which have a strong presence in the community, including Sysco, Toppan Photomask, Hospira, and Sears Teleserv, to name just a few. The City enjoys a reputation for being extremely safe, with one of the lowest crime rates, for communities of equivalent size, in the State. With an abundant water supply to facilitate continued growth, one of the lowest property tax rates in the state, an award-winning school system with extensive parks and green space, Round Rock has become a community of choice for families coming to Central Texas.

The Round Rock Independent School District (RRISD) serves over 43,000 students in Williamson County and a small portion of Travis County. Eleven of RRISD's schools have been named National Blue Ribbon Schools since the early 1990s. RRISD consists of five high schools, nine middle schools, 30 elementary schools and two Alternative Learning Centers. Round Rock higher education opportunities include new campuses for Texas State University, Austin Community College and Texas A&M Health Sciences. Texas State University recently opened the St. David's School of Nursing. More than a dozen higher education institutions are located within a twenty minute to one and one-half hour drive of Round Rock, including the University of Texas at Austin, Texas A & M, Baylor and St. Edward's University. Round Rock's population has an exceptional level of education, and local businesses are provided with an intelligent, well-educated workforce.

Recreational amenities abound within the community and in nearby jurisdictions. The City's well developed parks system has over 34 neighborhood and regional parks spanning over 1,000 acres; one of the top five public-play golf courses in Texas; and a total of 76 parks, including preserved/undeveloped open space. As part of a tourism initiative to become the Sports Capital of Texas, the City recently completed an \$18 million upgrade project on its baseball and softball fields. Round Rock has its own Triple A minor league baseball team, the Round Rock Express, which is affiliated with the Texas Rangers. The Express plays its home games at the 10,000-seat Dell Diamond Baseball Park.

For other sports minded residents, major Big 12 and small college sports of all kinds can be found in Austin and at the University of Texas. Water sports are plentiful in the region as Round Rock is conveniently located within a few miles of recreational centers found at Lake Travis and Lake Austin, all situated along the lower Colorado River. Round Rock offers virtually "something for everyone." Community diversity is celebrated and appreciated; residents have a positive "can do" attitude and provide warm/friendly Texas style hospitality, and the City itself is a vibrant, growing community with a variety of housing and a stable economy. The quality of life in Round Rock remains incredibly high and helps to invite people to live and work in "a community for the future."

### **City of Choice:**

Round Rock was ranked among America's Best Cities to Live by Money Magazine last year. In addition, here are some recent accolades we are proud to report:

- Best place to ride out the recession (Forbes.com, June 2009)
- "Safest City in Texas," among cities with populations of 100,000 or greater (CQ Press, Dec. 2009)
- No. 2 strongest economy in U.S. based on job growth, employment, economic growth and home prices (Austin-Round Rock, Business Week, Oct. 2009)
- No. 1 on "Best Performing Cities Index," based on creating and sustaining jobs and economic growth
- CNBC list of Top 10 Perfect Suburbs. Round Rock ranks No. 8 in communities with affordable homes, good schools, low crime, and a reasonable commute.

**City Facts:**

The City of Round Rock employs over 750 FTE's, with an additional 150 seasonal employees through the summer months. Our employees enjoy a full range of medical and dental benefits, participation in the Texas Municipal Retirement System, optional 457 plans, as well as paid vacation and sick leave. The City's Fire Department is a Chapter 143 Department and our Police Department has meet and confer, and Charter governance on discipline but are not 143.

**The Human Resources Department:**

Our recently retired Human Resources Director served in the position for over fourteen years, and left a stable, well-functioning department. Over the past decade, the City has experienced exponential growth. During this time, new jobs were added, reorganizations occurred and job duties changed, but a process was not implemented to update job descriptions, evaluate them, or insert them into the appropriate pay grades. This project is high on our priority list. In addition, we are keenly aware of the fast growing influx of the Millennial Generation into the workplace. This influx represents the greatest shift in generational work styles ever recorded. Our new HR Director must recognize and support the idea that in order to attract, engage and retain the best and brightest young talent, particularly in a challenging and competitive economy, we must be willing to embrace new ways of working to support a smooth integration of work-style preferences and to build understanding across the generational divide.

**The Human Resources Director:**

The Human Resources Director originates and leads practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Director coordinates implementation of services, policies, and programs through Human Resources staff. He/she will serve on the executive management team; and assist and advise Department Directors about Human Resources issues. They will oversee a staff of ten and report to the City Manager's Office.

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for the entire city.

The major areas directed are:

- Recruiting and staffing;
- Organizational planning and development;
- Performance management and improvement systems;
- Employment and compliance to regulatory concerns;
- Employee orientation, development, and training;
- Policy development and documentation;
- Employee relations;
- City to employee communication;
- Compensation and benefits administration;
- Employee safety, welfare, wellness and health;
- Employee referral services;
- Risk Management and workplace safety.

**Education and Experience:**

A Bachelor's degree from an accredited college or university with major course work in Personnel Management, Human Resources, Business Administration or closely related field is required. A minimum of five (5) years of progressively responsible experience in human resources is required involving staffing, benefits, compensation, employee relations, and training, including three (3) years in a supervisory capacity.

**Certifications and Licenses:**

This position requires a PHR or SPHR certification or the ability to obtain within six months of employment.

**Salary:**

The City of Round Rock is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

**How to Apply:**

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: RRHR

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