



DIRECTOR OF HUMAN RESOURCES

City of Round Rock, Texas





The Community

From its frontier beginnings in the 1800s and its role as a key stop on the famed Chisholm Trail, Round Rock has evolved into a tech hub that is one of the most desirable places to live in Central Texas. Located just 15 miles north of downtown Austin, Round Rock stands out as a community that offers its own exceptional quality of life to more than 130,000 residents, with a thriving economy, top-tier schools, and award-winning public services.

The city's central location, coupled with its economic vitality, has helped make it the top-performing large city in the U.S., according to the Milken Institute's 2024 Best-Performing Cities Index. Round Rock is home to Dell Technologies' headquarters, as well as other high-profile employers such as Emerson, Kalahari Resorts and Conventions, Amazon, and medical facilities including St. David's, Baylor Scott & White, and Ascension Seton.

Round Rock boasts a rich blend of cultural, historical, and recreational attractions, with more than 37 developed parks and several new trails. Old Settlers Park, Round Rock's largest park with almost 800 acres, is considered one of the premier recreational destinations in Central Texas. Round Rock's downtown continues the city's rich historic legacy while providing opportunities for recreation, shopping, dining, and special events. The city is home to the Round Rock Express—Triple-A affiliate of the Texas Rangers—and offers numerous sports and outdoor activities as part of its identity as the Sports Capital of Texas.

Education in Round Rock is another cornerstone of its success. Round Rock Independent School District (RRISD) is known for its high academic standards, and the community also benefits from a network of higher education institutions, including campuses for Texas State University and Austin Community College.

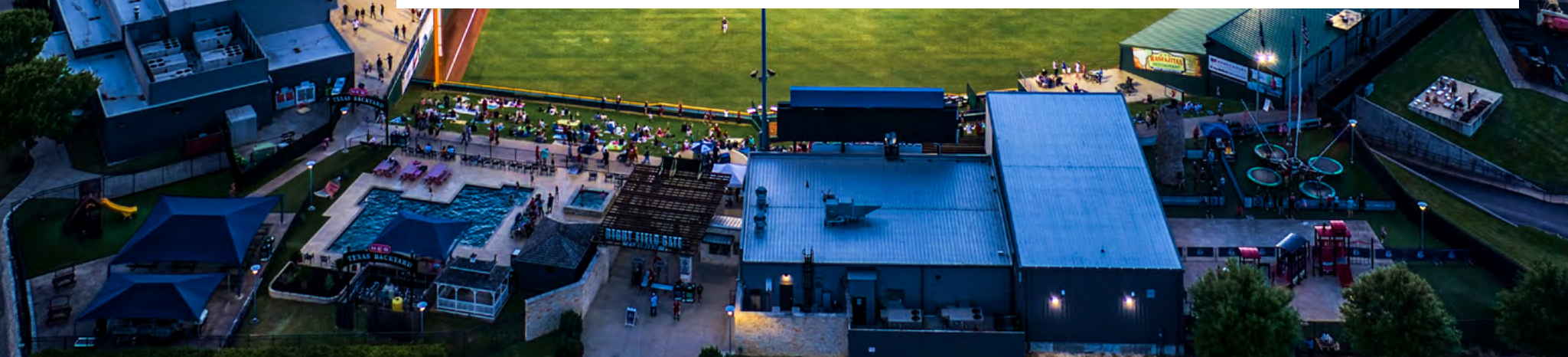


Government

Round Rock operates under a council-manager form of government, with City Council consisting of a Mayor and six at-large Council positions. Round Rock's leadership has been defined by continuity and experience, key factors in the city's ongoing success. The current mayor has been serving since 2011, first as a City Council member and then as mayor since 2017. Round Rock's long-time City Manager recently announced plans to retire after 37 years in public service, and Council has named an Assistant City Manager with 20 years of experience with the City of Round Rock as her successor. This combination of experienced leadership from both the mayor and city management has been vital in maintaining Round Rock's reputation as a well-managed and thriving city. The incoming City Manager has held various leadership roles that have significantly shaped the city's trajectory, and the decision by Council continues Round Rock's tradition of long-term, dedicated leadership.

Round Rock's thoughtful urban planning and future-forward focus on quality of life set it apart. The city has one of the lowest property tax rates in the state while still delivering exceptional public services. It also enjoys a reputation as one of the safest cities in Texas, maintaining low crime rates and fostering a family-friendly environment.

Round Rock's forward-thinking governance and responsible management of its growth have led to numerous accolades. The city is consistently recognized by the Government Finance Officers Association (GFOA) for excellence in financial reporting, and has received multiple awards of excellence from the Texas Municipal League. The City has also earned a AAA bond rating from both Fitch Ratings and Standard & Poor's (S&P), which is the highest rating possible.



Human Resources Department

The City of Round Rock employs approximately 1,200 full-time staff, including 214 sworn police officers and 175 firefighters. Round Rock offers competitive benefits, including a robust retirement plan through the Texas Municipal Retirement System (TMRS) with a 2:1 city match, comprehensive medical, dental, and vision coverage, and tuition assistance. The City's employee wellness clinic, RockCare, provides no-cost primary care services to employees and their dependents, and includes an on-site employee gym. Additionally, the city fosters a supportive environment with professional development opportunities and encourages a healthy work-life balance.

The Human Resources Department is primarily responsible for compliance with federal, state and local employment laws, recruiting, compensation, training and development, labor relations, benefits administration, risk management, and Civil Service administration. Working for the City of Round Rock's Human Resources Department offers you the opportunity to lead and innovate to help shape the future of the City's workforce, ensuring that the City of Round Rock attracts and retains top talent across various departments to deliver exceptional public service to residents.

Education and Experience

Qualified applicants will have a Bachelor's degree in Human Resources, Business Administration, or a related field, plus at least ten (10) years of progressively responsible experience in human resources, with at least three (3) years in a leadership role. An equivalent combination of experience and training which provides the required knowledge, skills, and abilities will be considered. Experience with technology solutions for human resources is required, and experience with Tyler Technologies (Munis) or NeoGov is a plus. Civil service and municipal experience is strongly preferred.

Certifications

A SHRM-Senior Certified Professional (SCP), Senior Professional Human Resources Certification (SPHR) or equivalent preferred.



Essential Functions and Responsibilities

- Develop and execute City of Round Rock's people philosophy and multi-year strategic plan/program roadmap that is in alignment with and supports City vision and multi-year goals and objectives.
- Oversee the administration of benefits and compensation, ensuring compliance, effectiveness, and efficiency.
- Lead and mentor a team of human resources professionals to ensure the delivery of high-quality services and programs.
- Drive transformational change within the Human Resources Department by creating and implementing innovative practices and processes.
- Develop and maintain strong working relationships with internal stakeholders, including executive leadership, HR team members, and other functional leaders.
- Collaborate with other leaders across the organization to understand business needs and ensure human resources strategies are aligned with those needs.
- Serve as a trusted advisor and partner to the organization. Provide guidance related to the application of policies, employee relations, performance management, and employee support.
- Leverage technology solutions, including existing software, to increase efficiency and effectiveness within the Human Resources Department and the City as a whole.
- Ensure compliance with all applicable laws and regulations related to human resources and payroll.
- In coordination with Department Directors, resolve employee relations issues and conduct investigations as needed.
- Partner with other organization leaders to foster a diverse and inclusive work environment that aligns with organization values and the City's people philosophy and strategy.
- Lead organizational talent planning, organizational development, and design initiatives to attract, retain, and develop top talent. Evaluate current and future talent needs to ensure the organization is prepared to support the changing needs of the city and adapt to the dynamic recruiting landscape.
- Measure and report on the effectiveness of human resources programs and initiatives, and use data to continuously improve.
- Collaborate with Department Directors and the Finance Department to develop and manage the organization's employee programs, salaries, and benefits budget.
- Manage vendor relationships with external service providers, including benefits brokers, compensation consultants, and other vendors.
- Assist Risk staff in identifying and resolving liability exposures, ensuring that benefits and safety administration programs and systems are developed and implemented properly and consistently with City Council and City Management adopted policies.
- May serve as Civil Service Director, which provides direct support to the City Civil Service Commission as mandated by Local Government Code 143.012; and assures City compliance with Local Government code 143 in the personnel administration of public safety classification and appointments, compensation practices, disciplinary actions, leaves, entry and promotional examinations, and other statutory provisions. Fire is Civil Service, and both Police and Fire participate in a Meet and Confer process.

The Ideal Candidate

The ideal candidate for this role will have the ability to adapt and implement HR policies as necessary to resolve complex issues. The ideal candidate is firm, fair, and innovative, with strong collaboration skills, striving to deliver results that align with the city's strategic objectives.

This candidate will be a proactive team player, capable of developing the HR team into a highly responsive, adaptable, and results-driven unit. As a collaborative leader, the ideal candidate will partner with city executives to strengthen the HR strategy and enhance employee engagement. Their ability to address the evolving workforce needs of a growing city in Texas will be vital in maintaining a productive and engaged organization. Their success will be measured by their ability to build trust, drive innovation in HR practices, and support the development of a high-performing workforce that contributes to the city's long-term goals.



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: RRDHR

Affion Public
PO Box 794
Hershey, PA 17033
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