

# JOB OPPORTUNITY

The City Of Burlington

**Director of Human Resources**



City of Burlington  
Human Resources Department  
200 Church Street, Suite 102  
Burlington, VT 05401  
An Equal Opportunity Employer

# Director of Human Resources

## The Opportunity

The City of Burlington, Vermont seeks a Human Resources (HR) Director for the City of Burlington, an organization of 600 employees serving Vermont's largest City of more than 40,000 residents. The HR Director is responsible for cultivating one of the City's most important assets – its people. The HR Director serves as the City's Chief People Officer, and as a member of the Mayor's leadership team is a key advisor to the Mayor, especially on issues relating to diversity, equity, and wellness within the City's workforce.

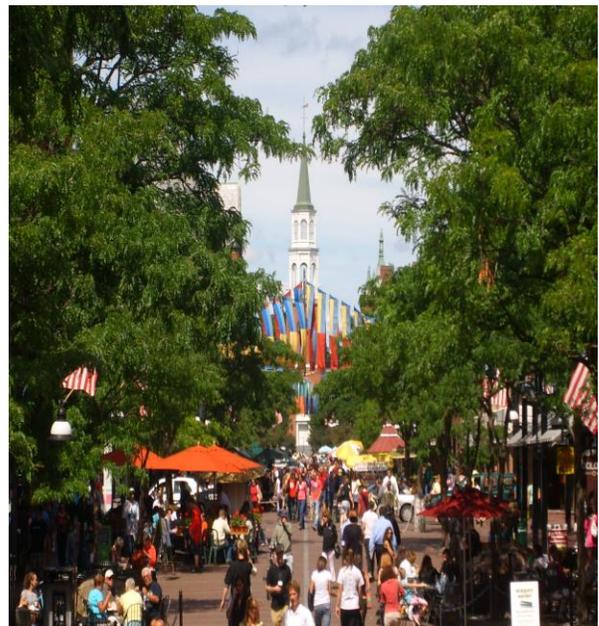
The Administration has dramatically improved the City's finances since taking office, while also pursuing an ambitious agenda to make Burlington one of the most vibrant and sustainable cities in America by investing in our public spaces and core infrastructure, expanding housing opportunities, and leading on climate change and the protection of Lake Champlain. Over the last six years Mayor Weinberger has recruited and appointed an outstanding team of Department Heads, and Burlington has been nationally recognized for its pioneering work toward becoming a Net Zero Energy City, fighting the Opioid Crisis, and expanding high-quality child care to vulnerable infants and toddlers through its Early Learning Initiative. We can only accomplish these and other ambitious goals with an outstanding team of City employees throughout the organization, and the HR Director will play a key role in cultivating the team to drive this progress.

The HR Director is responsible for developing and implementing comprehensive, impartial, and equitable policies, programs, and services to meet organization-wide and department specific operational needs. The HR Director reports directly to the Mayor, oversees six employees, and works closely with eighteen Departments Heads to ensure that the City's workforce has all required competencies and resources necessary to be able to perform effectively.

## The Ideal Candidate

The ideal Director of Human Resources for the City of Burlington will have passion to:

- Provide leadership on the City's diversity, equity, and cultural competency initiatives;
- Direct employee training, counseling, and career development in conjunction with department heads;
- Develop and advise on human resources policies and procedures to the Mayor and the City Council's Human Resources Committee;
- Continue and build upon the City's wellness programs for City employees; and
- Work with City's four unions by participating in collective bargaining, assisting in the administration of labor contracts, and creating and leading labor management committees.



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## Experience and Education

Bachelor's Degree in Human Resources, Organizational Behavior, Business Administration, or related field and seven to ten years of progressively responsible HR Management experience is required. A combination of education, certification, and experience may be substituted for required education and experience at the discretion of the Mayor. Senior Professional in Human Resources (SPHR) designation or Master's degree is preferred.

## Application & Selection Process

The Mayor's Office, in collaboration with a Search Committee, is conducting the search process. The Search Committee will review all written materials submitted, screen and evaluate candidates, and invite selected candidates to participate in an on-site interview. Finalists will interview with the Mayor and other City officials.

Interested individuals should submit an application, along with resume and cover letter, at [www.governmentjobs.com/careers/burlingtonvt](http://www.governmentjobs.com/careers/burlingtonvt)

**Resumes received by December 31, 2018 will receive first consideration. The position will remain open until filled.**



## The Ideal Candidate

The following salary and benefits are being offered for this exempt position:

- Salary Range: \$94,740 - \$103,593
- Retirement: A defined benefit pension plan with employee contribution set to 5.4% of base pay for FY 18
- Health Insurance: A traditional medical/dental plan with employee contribution set to 4.79% of base pay for FY 18
- Long Term Disability Insurance: A retirement disability benefit based on a percentage of gross base pay
- Optional Deferred Long-Term Savings Plans: Two optional 457 plans
- Annual Holiday/Vacation/Sick/Personal Leave:
  - Paid Holidays: 13 days
  - Vacation: Starting 3 weeks, depending on experience
  - Sick Leave: 10 days
  - Personal Leave: 2 days
- Term Life Insurance: \$50,000
- Work Schedule: Typical 8:00AM-5:00PM workday, plus evening meetings
- Other:
  - Employee Assistance Program
  - Wellness Bonus: Up to \$400 annually
- Position has a residency requirement, although special exceptions may apply

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## About the City

At 42,000 residents, Burlington is the largest city in Vermont and the state's center for arts and culture. Built along the shores of beautiful Lake Champlain, Burlington is a growing innovation hub for the region with a host of entrepreneurial successes and a fiber-to-the-premises network for both residents and businesses. The City's municipal utility has been sourcing 100% of its electricity from renewable generation since 2014. It is often said that for a small city, Burlington "punches above its weight."

Burlington has the perfect mix of diverse cultures, start-up businesses, and civically-engaged residents that make the City exciting and alive. [The New York Times](#) said that Burlington "has long embodied the earthy progressivism and can-do independence that define the state's spirit. "

Locals and visitors alike enjoy the City's walkable downtown, its abundance of parks and cheerful streets, and its dining, shopping, and arts. Foodies savor exploring the weekly farmer's market, craft breweries, and locavore restaurants. Outdoors enthusiasts are drawn to Waterfront Park where, in addition to miles of recreation paths north and southbound, the City's nearby beaches are prime for an afternoon swim, kayak, or paddleboard. After sunset, nightlife abounds in downtown Burlington's theaters, bars, and brew pubs, many of which are host to a festive live music scene.

## About the City

Burlington has a strong mayor-strong council form of government. Mayor Miro Weinberger was first elected in 2012 and reelected in 2015 and 2018. The Burlington City Council is comprised of twelve elected Councilors.

The total City budget is \$190 million for FY 18, including enterprise funds such as the Burlington Electric Department, Burlington International Airport, and Water Resources. A majority of the City's 600 employees are represented by four unions: AFSCME, IBEW, Burlington Police Officers Association, and the Burlington Firefighters Association.

