

## HUMAN RESOURCES DIRECTOR

The City of Altoona, PA is searching for an innovative, visionary leader to serve as its next Human Resources Director. This key position reports directly to the City Manager and is responsible for overseeing all operational and administrative activities of the City's Human Resources Department. The successful candidate for this position will be a seasoned human resources professional with experience and expertise in a variety of functional areas, including labor and employee relations, recruitment and retention, compensation and benefit administration, workers' compensation, employee training and development, policy development and administration, unemployment compensation, and compliance with all federal and state employment laws. Additionally, the Human Resources Director serves as the City's risk manager.

Individuals must have demonstrated skill in collective bargaining, labor relations and contract administration - preferably within the public sector. The ideal candidate will be a forward-thinking problem-solver with the ability to motivate others in an ethical and collaborative manner, while exercising independent judgement and discretion in the handling of confidential and sensitive information. A Bachelor's Degree in Human Resources or closely related field is required (Master's Degree preferred); in addition to a minimum of five (5) years of progressively responsible human resources experience and leadership. Certification as a Senior Human Resources Professional (SPHR) is also preferred.

The City of Altoona offers a comprehensive benefits package including a base salary up to \$80,000 (DOE/DOQ); health, dental, vision and life insurance; paid time off; and retirement options. Interested individuals should submit a cover letter, resume and at least three (3) professional references to the City Manager, at 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA 16601 or email to [candidates@altoonapa.gov](mailto:candidates@altoonapa.gov). Inquiries regarding the position should be directed to (814) 949-2408. For more information on the City of Altoona, please visit [www.altoonapa.gov](http://www.altoonapa.gov).

THE CITY OF ALTOONA IS AN EQUAL OPPORTUNITY EMPLOYER