



# CITY OF KIRKLAND, WA

invites your interest  
in the position of

# HUMAN RESOURCES DIRECTOR

Annual Salary Range:

**\$167,343 – \$218,344**

Plus Excellent Benefits Package



**First Review:**  
September 16, 2024



## WHY KIRKLAND

Imagine a modern city near epic mountains, vast islands, and stunning lakeside views. That place is Kirkland, Washington: A vibrant community of 92,000 nestled on the shores of Lake Washington. A metropolitan powerhouse that blends urban sophistication, natural beauty, and an exceptional quality of life that's a stone's throw away from Seattle and the Puget Sound.

Like any great city, Kirkland is a destination for boutique shopping, eclectic food, and the latest cultural happenings. But with 54 parks, 11 of which on the waterfront, and multiple community centers for people of all ages, there is no shortage of accessible and affordable third places that are crucial to bringing a city to life. In fact, Money Magazine ranked Kirkland third on its 50 Best Places to Live in the U.S. list in 2022 — a ringing endorsement of the people and businesses that already call Kirkland home.

Speaking of people, Kirkland's diverse community boasts a median age of 38 years, a low poverty rate of 6.57%, and a median household income of \$136,000. Nearly a quarter of Kirkland's residents were born outside the U.S., adding to the city's rich cultural tapestry and making it a welcoming place for all. For those who have or want to start a family, Kirkland offers top-quality education and several high-ranking schools for students of all grades.

And of course, there's the incomparable Lake Washington, which lines the city's western boundary for over nine miles — half of which is completely open and accessible to the public.

If the vivid nature right outside your backyard wasn't enough, Kirkland's location also provides excellent connectivity to the rest of Washington state. Served by SeaTac and Everett airports, and near major routes like Interstate 405, State Route 520, and Interstate 5, the city offers easy access to Seattle, Bellevue, and beyond.

Kirkland offers an unparalleled blend of natural beauty, vibrant community, outstanding schools, and strategic location — an ideal place to call home.

## POSITION OVERVIEW

The Human Resources Director directs the strategy and operations of the HR Department and serves as an active member of the City's Executive Management Team under the direction of the City Manager. The Director's key responsibilities include:

- Leading and managing all functions within the Human Resources Department.
- Fostering a positive and supportive work environment that promotes diversity, equity, inclusion and belonging in the workplace.
- Building positive relationships emphasizing teamwork,

## WHY CITY OF KIRKLAND

The City of Kirkland provides a unique opportunity to make a meaningful, tangible impact in a place that thoughtfully plans for growth and is proactive in creating a welcoming and belonging community. As one of Washington's fastest growing urban hubs for business, technology, and culture, Kirkland's leadership operates within a stable and supportive environment.

The community is served by a dedicated team of 756 full-time employees, with a biennial operating and capital budget of \$1 billion. Kirkland offers stability, as demonstrated by a City Manager who has served for over 14 years, as well as ample resources to support innovative projects and initiatives. The Human Resources Department has an annual budget of approximately \$4 million and a team of 10 talented, hardworking individuals. The Department provides a full range of services such as recruitment and selection, labor and employee relations, training and development, compensation and classification analysis, risk and safety management, benefits (self-insurance and retirement plans) and leaves administration, workers compensation, and HRIS.

The city operates under a Council-City Manager form of government, which fosters a collaborative, non-bureaucratic work environment made of people who don't just want to get the job done but want to make a long-lasting difference for the community. Above all else, working for the City of Kirkland means being part of a forward-thinking organization in a beautiful and thriving community.



creative problem-solving and collaboration across the City's bargaining units and with all employees.

- Developing solutions and implementing innovative strategies in the areas of recruitment, retention, succession planning, training and development, and employee benefits and safety.
- Serving as a strategic partner to help departments achieve their vision, mission, and goals.
- Providing proactive, clear, and open communication to staff regarding citywide policies, training, and programs.



## THE IDEAL CANDIDATE

The Human Resource Department is critical to the City's ability to provide municipal services to Kirkland's diverse community by delivering high quality, customer focused, and timely services to the City, its departments, and employees. The ideal candidate will be innovative, strategic, and technologically savvy. In addition, they will be a forward-thinking leader who will be strategic in positioning the department for the future, capable of managing change, creative at problem solving, and flexible in approach. The ideal candidate must be technically competent in all areas of human resources.

- A strong candidate will have outstanding leadership skills, enjoy collaborating with other City departments, and is passionate about public service.
- He/She/They will be able to inspire quality work, accountability, and innovation.
- The selected candidate will be an excellent manager with the highest ethical and professional standards. He/She/They will be approachable, cooperative, will instill trust, and can develop and maintain effective professional relationships.
- A qualified candidate will have outstanding verbal and written communication and presentation skills, and values proactive communications with employees.
- He/She/They will be a hands-on individual contributor, but also a mentor and coach to staff. He/she will be flexible, adaptable, responsive to feedback though able to advocate, and able to function effectively in an open and transparent public sector environment.
- He/She/They will bring new ideas to improve the effective and efficient delivery of HR services in an environment of limited resources.
- The Director of Human Resources will exhibit a high level of accountability to the City Manager, City Council, the community, and our employees for results, management, and communication. The Director also will be an active, engaged contributing member of the City's Executive Management Team that prioritizes cross-department collaboration.

## COMPENSATION

**The Director of Human Resources has an annual salary range of \$167,343-\$218,344.**

**The City benefits package includes:**

- Medical/Dental/Vision plans with 100% City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance (2x annual salary) & Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b (MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 13 days per year, max accrual 25 days/year
- Sick Leave – 8 hours per month
- Paid Holidays – 13 days per year
- Management Leave – 50 hours per year (may be cashed out)
- Community Service Day & Floating Holiday – 1 day each per year
- Flexible Spending Account Options
- EAP & Wellness Program
- On-site Workout Facility
- ORCA Transit Pass
- Childcare – Discounted Rates



## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration with emphasis on HR or related discipline.
- Eight (8) years progressively responsible professional-level experience in a public sector agency involving labor and employee relations, training and development, compensation, employee benefits, and risk management. Work experience must include at least three (3) years in a supervisory capacity.
- In place of the above requirements, the candidate may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the position's essential duties and responsibilities.
- Society for Human Resource Management Certified Professional (SHRM-CP), Human Resources Certification Institute (HRCI), Professional Human Resources (PHR) Certification, or Senior Human Resources (SPHR) certification is preferred.
- Public sector human resources, especially in a unionized civil service environment, experience is a plus.

## APPLICATION AND SELECTION PROCESS

Visit [kirklandwa.gov/Government/Work-at-the-City](http://kirklandwa.gov/Government/Work-at-the-City)

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Applications will be accepted until the position is filled. First review is September 16, 2024. For questions, please contact Recruiter Ana Cortez at (510) 455-0629.

Please submit your online application, resume, and cover letter, and please address the following three prompts in your cover letter:

1. How your qualifications fulfill the requirements of the position.
2. How your experience meets the needs for the position.
3. What your unique qualifications and experience will bring to the City of Kirkland.

