



The City of Athens is seeking a dynamic and professional

Human Resources Director

The Community

With 13,000 residents, Athens has the charm of a small East Texas town while still retaining many of the qualities of a larger city. As the seat of Henderson County and conveniently located just 45 minutes from the Dallas-Fort Worth (DFW) Metroplex, the City of Athens is experiencing an exciting resurgence of growth and development.



While progress is evident everywhere, Athens embraces its heritage and celebrates its colorful past. Athens is nationally known as "The Home of the Original Hamburger", and hosts the Uncle Fletch Hamburger Festival each summer. Among its many other festivals and community gatherings is the Annual Texas Fiddlers Contest and Reunion, the oldest such event in the nation. A burgeoning downtown district and historic square, stunning scenery, beautiful lakes, thriving small business community, unique restaurants and outdoor activities make Athens a truly special live, work, play destination.

Athens is home to Trinity Valley Community College, seven campuses of Athens ISD as well as several private schools. The community is well known for its rolling, forested hills and outdoor recreation, including Lake Athens, Texas Freshwater Fisheries Center and the East Texas Arboretum.

The Organization

The City of Athens is governed by a home-rule charter with a council-manager form of government. The City has more than 135 authorized positions, a FY 2017 \$20 million operating budget, and a newly approved \$12 million capital improvements program, with a property tax rate of \$0.685 per \$100 of valuation.

The organization is in the midst of unprecedented progress and activity, marked by a significant increase in projects and initiatives designed to deliver 21st century services to the citizens of Athens. With a mix of new and tenured employees, the workforce strives to meet the daily challenges of a dynamic and evolving municipal landscape in a professional and customer-oriented manner.

The City of Athens is dedicated to building an organizational culture with a solid foundation in professionalism, values and service orientation.



The Position and Department

The position of Human Resources Director is a critical position for the City and its future. Working as a member of the Management Team and under the direction of the Managing Director of Administrative Services, the successful candidate will play a key role in shaping the City of Athens workforce and workplace into the future.

Athens requires consistent leadership in human resources to support the growth and advancement of the organization. The Human Resources Director position will responsively guide and lead all aspects of workforce support and development including:

- Recruitment and hiring;
- Employee relations;
- Compensation and classification;
- Benefits and insurance;
- Training and development;
- Constructive discipline and performance management;
- Personnel policies and records management;
- Regulatory compliance;
- Risk management and safety;
- Engagement and retention; and
- Other personnel related programs.



Additionally, the Director serves as the City's Risk Manager and Civil Service Director.

The key goal and responsibility of the position will be to develop the department from a collection of HR functions into a full service, comprehensive HR program. Working with one direct report currently, the Director position is a balanced mix of management and hands-on operational activities.

Ideal Candidate

The ideal candidate will be an experienced, competent, and accessible HR professional with knowledge of the principles and practices of employment, benefits, and workforce development. Candidates should understand emerging issues and practices in human resource management and demonstrate the ability to provide leadership on these issues to their department and the organization.

Top candidates will be confident leaders, forward-thinking, and able to apply creative solutions to solve complex issues and demanding processes. They will employ collaboration often, but understand the value of decisiveness in critical situations. Exceptional interpersonal skills will be evident, as will a capacity for learning and curiosity. They will view professionalism and integrity as non-negotiable.



Athens offers a competitive salary, based on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a matching municipal rate of 2:1. Leave and health insurance are provided with additional elective benefits available.

Application

Please apply by sending a cover letter and detailed resume as soon as possible to: humanresources@athenstx.gov. Review will begin immediately and position is open until filled. The City of Athens is an Equal Opportunity Employer and values diversity in the workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.