



## **Director of Human Resources and Risk Management**

### **Northbrook Park District**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** Starting at \$100,000-110,000 + depending on qualifications

#### **Description:**

The Director of Human Resources and Risk Management is responsible for providing strategic leadership and managerial oversight for all aspects of Human Resources and Risk Management operations. This position is strategic and consultative in nature but also handles day to day human resources generalist responsibilities. This position is a member of the Senior Leadership Team and supervises three full time staff: a Human Resources Manager, a Risk Manager and a Human Resources Generalist.

Responsibilities include:

- Leads the HR Team in delivery of services in the areas of recruitment and selection, onboarding and offboarding, benefits, compensation, performance management, Risk Management, training, compensation and employee and employee / labor relations.
- Evaluates departmental operations; identify opportunities and solutions for process improvement based on ongoing feedback from the business.
- Hires, trains, supervises, and evaluates the work performance of staff. Continuously develops direct reports by providing feedback and opportunities for growth.
- Perform short and long-term Division planning to align with District goals; review and evaluate plans; develop and implement initiatives to support plans.
- Partner with Senior Leadership on various District-wide projects to ensure alignment across divisions and District goals.
- Develops and implements and employee relations and employee communications programs that will contribute to a positive, responsive and progressive work environment.
- Provides leadership to employee committees, including the Wellness, Safety and Diversity, Equity and Inclusion Committees.
- Leads the development and execution of the performance management system to include performance feedback, goal setting, progress monitoring and Performance Improvement Plans.
- Oversees the renewal of benefit plans as well as evaluates other competitive offerings with an eye on cost against value to optimize the benefits offering.
- Oversees the recruitment and selection, onboarding and offboarding of employees.

- Oversees the development and communication of a market-based job classification, compensation and total rewards program, both monetary and non-monetary.
- Partners with the Risk Manager and Division Managers to develop and implement training programs for employees, such as safety, communication, management and compliance training.
- Partners with the Parks Director and Managers to foster a positive working relationship with the bargaining unit representing Parks employees. Works collaboratively with outside labor counsel and the District's negotiation team to plan and successfully complete labor contract negotiations.
- Develops, communicates, enhances and upholds employment policies and practices and the Employee Handbook.
- Prepare the budget for areas of direct responsibility; maintain operations within the confines of budget allotments; review, approval and, as necessary, revise budgets prepared by subordinates in areas of indirect responsibility.
- Attend all Park District Board and Committee meetings as required; respond to Board inquiries, in coordination with the Executive Director. Prepare Board memos or documents as needed.

### Compensation and Hours

The anticipated starting salary is \$100,000-110,000+, depending on qualifications. This position is generally a full-time, first shift position. However, accessibility outside of office hours via cell phone and email is expected and attendance at Board meetings is also required.

A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

### Job Requirements

The ideal candidate will have:

- Bachelor's degree in business or Human Resources. Master of Business Administration or Human Resources strongly preferred.
- Minimum of seven (7) years of increasing responsibility in progressive HR, talent management or related experience.
- Three to five years of HR leadership experience.
- Professional certification in Human Resources (ie, S/PHR or SHRM-S/CP) also preferred.
- Demonstrated ability to influence and collaborate with others and build strong relationships. Instills trust.
- Effective written, verbal communication, listening and facilitation skills; proactively communicates to different audiences from employee to leadership.
- Ability to learn and adapt quickly to changing business needs.
- Proven analytical, prioritizing, problem-solving, project management (from conception to completion), & planning skills.
- Proficient with Microsoft Office Suite or related software and Paycom or knowledge of other HR information systems.

### Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, kneel, stoop, talk and hear; use of hands and fingers to handle, feel or operate objects, tools, controls or to demonstrate subject matter and reach with hands and arms. Hand eye coordination is necessary to operate computers and

various pieces of office equipment. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision and the ability to adjust focus. Work is performed mainly in an office setting.

Submit resume, cover letter and application at [nbparks.org/jobs](http://nbparks.org/jobs)