



Human Resource Office  
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P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • [www.newbergoregon.gov](http://www.newbergoregon.gov)

***RECRUITMENT FOR***  
**HUMAN RESOURCES DIRECTOR**

**FY 2015-2016 Exempt Salary Range (200): \$7,018 to \$8,984 per month**  
**Generous benefit package with PERS retirement plan**

***RECRUITMENT CLOSSES: 4:30 PM, APRIL 28, 2016***

**THE POSITION:**

This exempt department head position performs a variety of complex managerial, technical and professional work in planning, organizing and managing the human resource functions of the City, including; classification, compensation, performance evaluation, benefits, recruitment, collective bargaining, labor relations, affirmative action, training and organizational development, and employee relations.

This position serves as in-house plan administrator for the health, benefit and retirement plans as well as worker's compensation insurance. Provides technical guidance to the City Manager, department heads, supervisors and employees on all human resource issues for this full-service City with 170 employees, and a proposed department budget of \$215,000 and 1.5 FTE.

**QUALIFICATIONS:**

Graduation from an accredited college or university with a degree in Business Administration, Public Administration or a related field, which included direct course work in human resources, employee relations and communications. Professional certification is a plus.

Five (5) years of progressively responsible human resources administration experience in a medium-sized public or private organization which provided significant generalist exposure to the human resources field. Two (2) years of supervisory experience of professional staff. Direct exposure to labor relations, preferably in the public sector. HRIS experience is required and TPA of benefit programs is desired.

**SELECTION GUIDELINES:**

**Submit a City application (résumé must be attached) and include a cover letter explaining your interest in the position.** There will be a comprehensive hiring process which, at a minimum, will include rating of education and experience; interviews, reference check, and background check. The target for hiring is early July, but is dependent upon appointment of a new City Manager (est. early June), who will make a selection from a group of vetted finalists. If you have questions regarding this timeline, please call Nancy McDonald 503.537.1261.

**Online application form is available at: <https://www.newbergoregon.gov/jobs>.**

***The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace.***  
Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation,