

Human Resources Director

TOWN OF PARKER, COLORADO

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THE COMMUNITY

With the majestic Rocky Mountains as a backdrop, the Town of Parker, Colorado melds the wild spirit of the West with the charm of small town life. Incorporated in 1981 and once known as the rural equestrian capital of Colorado, today Parker is a prosperous and innovative community.

Conveniently situated 20 miles southeast of downtown Denver, and just 22 miles from Denver International Airport, Parker is in northeastern Douglas County. With a population of just over 51,000, Parker encompasses 21.5 square miles, and retains a hometown feel – horses and farms are just over the next hill. At 5,900 feet above sea level, Parker's climate is known to be one of the best in the nation with more than 300 days of sunshine, clear blue skies, and less than 15 inches of precipitation each year.

Parker offers an abundance of cultural and recreational amenities, including more than 20 miles of paved trails, 250 acres of developed parkland, 900 acres of open space, and a vibrant mix of cultural attractions and amenities. With close proximity to the Rocky Mountains, residents can enjoy skiing at world-class ski resorts, hiking, fishing and just being outdoors. All of the major professional sports are also close by. Numerous community events are held each year, including the Parker Days Festival in the summer, free concerts and movies in the park, wine walks, a Christmas Carriage Parade, and a weekly Farmers Market May through October.

Superb business and retail services abound from unique local shops to national retailers and restaurants. Parker's distinctive downtown houses quaint shops, art galleries, and charming restaurants and cafes. Downtown is also home to a newly emerging arts district featuring the Parker Arts Culture and Events (PACE) Center. Parker is proud of its hometown feel and residential character.

Parker has a wide variety of housing opportunities. Excellent educational options are available in Parker, which is served by the Douglas County School District RE-1 (DCSD). Serving more than 61,000 students, the DCSD is the third largest school district in Colorado and one of the state's highest performing. Local higher educational institutions include the Rocky Vista University College of Osteopathic Medicine, the Arapahoe Community College Parker Campus, and the University of Colorado South Denver along with nearby regional universities such as the University of Colorado, Denver, the University of Denver, and Regis University.

With all that Parker has to offer, it is no wonder *Money.com* ranked it Number 12 among the nation's top 50 cities in its "Best Places to Live" list in 2013.

To learn more about the Town of Parker, please visit <http://www.ParkerOnline.org>.

THE ORGANIZATION

Parker is a home-rule municipality governed by a Council-Administrator form of government. Citizens elect six Councilmembers and the



Mayor, who serve staggered, four-year terms. The seven-member Town Council hires, supervises, and directs the Town Administrator, Town Attorney, and Municipal Court Judge. The Town Administrator carries out the Council's policy directives and is responsible for all other staff and the Town's day-to-day activities. The Town Council has been consistently supportive and is vested in its employees.

The Town of Parker provides numerous services to its residents: Public Safety (police and building inspections), Engineering/Public Works (Streets and Capital Improvement), Culture and Recreation, Community Development and Stormwater utilities.

General government activities include administration, legal, finance, community development services, and municipal court. Separate districts provide water and sanitation services and fire protection. The total FY 2017 operating budget is \$124.5 million.



The Town is proud of its high-level service delivery and its committed, dedicated employees. Citizen surveys praise Parker's customer service, safety, location and recreational programs and amenities. Expectations from this lean, high-performing team are high, both inside and outside of the organization.

CORE VALUES

The Town of Parker operates under four Core Values. This allows for the development of a strong internal culture and strategic visioning throughout the organization.

PARKER IS COMMITTED TO MAINTAINING A FRIENDLY, HOME TOWN ATMOSPHERE. WE PLACE A PREMIUM ON TEAMWORK AND PARTICIPATION WHILE ENCOURAGING CREATIVITY AND INDIVIDUAL INITIATIVE. WE BELIEVE THAT THROUGH COLLABORATION LEADERSHIP CAN OCCUR AT ALL LEVELS. WE TAKE OUR COMMITMENTS SERIOUSLY AND STRIVE TO REACH POSITIVE SOLUTIONS.

TEAMWORK

COMMITMENT TO QUALITY SERVICE

INTEGRITY

INNOVATION

For additional information on core values, visit <http://www.ParkerOnline.org/corevalues>.

THE DEPARTMENT AND THE POSITION

With 297 full-time employees and more than 300 part-time and seasonal staff, the Human Resources Department manages a variety of services, including employee compensation and benefits administration; recruitment, hiring and new employee orientation processes; employee relations, training and development of staff; personnel policy development and interpretation; and personnel records tracking and retention. The Human Resources Department also oversees Risk Management Division.

This position reports to the Deputy Town Administrator and serves as a member of the Executive Management Team, carrying out Council goals and directives, developing internal policy, and guiding interdepartmental initiatives. In addition to the Director, the department includes six staff members: one HR Technician, one Benefits Administrator, one Recruitment Specialist, one Employment and Organizational Development Manager, and one Risk Manager – the sixth FTE position is currently vacant. The director vacancy is created by the retirement of the prior HR Director, who served for 12 years in the position.



In addition to a review of the existing Department and its resources, the new HR Director will, in collaboration with other Town staff, oversee the implementation of the Kronos HR-IS system.

The position requires a bachelor's degree in human resources, public administration, business management, or related field. PHR or SPHR certification is highly desired. Seven to 10 years of HR Generalist experience, including three to five years in a management/supervisory role in an HR Department is required, with prior experience as an HR Director and master's degree both strongly preferred.

THE IDEAL CANDIDATE

The ideal candidate will be a well-organized, decisive, self-directed, intelligent, and articulate team player, who can relate to all levels of the organization. In addition, the successful candidate:

- Has a true sense of collaboration in all respects, at all levels, and is an open, collaborative person.
- Is innovative, with the ability to think entrepreneurially and to maximize current resources.
- Has a true passion for Human Resources, especially in the municipal context.
- Will be able to hit the ground running and join a high-performing team.
- Will be able to stay ahead of Parker's growing workforce needs.
- Is excellent at relationships and team-building, with strong interpersonal skills, and a sincere interest in the organization and the people in it.
- Has good judgment and is a strategic thinker.
- Is emotionally intelligent.
- Must model leadership both within the HR Department and for the entire organization.
- Is visionary, sees where the HR Department must go and takes it there.
- Is not afraid of difficult conversations, and also fully supportive of direction from the Town Administrator and Deputy Town Administrator.
- Is fair, but firm.
- Is articulate, with the ability to communicate effectively and to clearly present information



to top management, public groups, and Councilmembers.

- Is skilled in preparing and administering departmental budgets; skilled in planning, directing, and administering personnel programs and systems.
- Has the ability to prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Run the department in a way that instills confidence in the rest of the organization.

THE COMPENSATION

The annual salary range for this position is \$95,800 to \$124,600, and appointment will be made depending upon the qualifications of the selected candidate. Relocation assistance is negotiable. In addition, the following benefits are provided: medical, dental, and voluntary vision plans; an optional health savings account, to which the Town contributes \$500 annually, depending on the medical plan chosen; flexible spending accounts (FSAs); basic life and AD&D insurance; short- and long-term disability, and an employee assistance plan (EAP). The Town has opted out of Social Security, and instead employees are required to contribute 8% of pretax earnings to an I.R.S. Section 401(a)



plan, matched by the Town at 12%. Employees are fully vested after five years. A 457(b) deferred compensation plan is available on hire. Employees enjoy paid time off (vacation and sick), plus eleven paid holidays and free membership to the Parker Recreation Center.

SEARCH SCHEDULE

- Filing Deadline.....July 24, 2017
- Preliminary Interviews..... July 27 – August 4, 2017
- Recommendation of Candidates.....August 10, 2017
- Finalist Interview Process August 28, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Andrew Gorgey at (970) 987-1238 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

