Invites your interest in the position of

Human Resources Director
Set the Stage. Make a Difference. Create a legacy.

Be the inaugural HR Director for the beautiful lakeside community of Cornelius, North Carolina

The Town of Cornelius, NC has established the need for their first Human Resources Director to manage their Human Resources functions in a systematic and coordinated fashion. The successful candidate will be an innovative, strategic and visionary professional, comfortable wearing multiple hats while establishing a new HR functionality. Reporting to the Town Manager, the HR Director must be a knowledgeable, assertive and empathetic team leader working in collaboration with talented department directors, a supportive administrative team, and Town Board to reach the desired goal of becoming the best employer in the region.

The Community: This Town of nearly 31,737 residents is located in Mecklenburg County with 70 miles of Lake Norman lakefront within its boundaries. Incorporated in 1905, the history of Cornelius starts with cotton farming and evolved with the creation of Lake Norman in the 1960’s. Twenty miles north of Charlotte the Town of Cornelius is a highly diverse community with ten public parks, a wide variety of housing opportunities, vibrant retail and office centers and a championship golf course. A few hours drive to the picturesque Blue Ridge and Great Smoky Mountains to the west and the scenic coastal beaches to the east, Cornelius is ideally located to take advantage of all that North Carolina has to offer.
About the Organization: The Town of Cornelius is a municipality that operates under a Council/Manager form of government. The Town Board of Commissioners sets the policies, enacts ordinances, votes the appropriations and develops the overall vision, which is then carried out under the Town Manager’s direction. The Town Board consists of six members including the Mayor. More information about the organization can be found at https://www.cornelius.org/.

HR Director Responsibilities

- Legal compliance in HR matters
- Compensation and Benefit Program Management
- Third party vendor communication and management for benefit carriers
- Workers compensation program management
- Employee recruitment, competency-based selection, on-boarding, and training
- Employee assessment from surveys, exit interviews and initiatives to create engagement programs that enhance employee quality of life and retention
- HR policy development, training and application consistency and accountability
About the Position: The Human Resources Director must be able to facilitate the achievement of innovative and evidence-based practices for a 21st century workforce of 122 full-time employees and 30 part-time employees who staff six departments: Administration, Finance, Parks, Arts, Recreation and Cultural Resources, Planning, Police, and Public Works. In addition to the core HR functions of recruitment, selection, training, policy development, performance management, compensation and benefits, the HR Director will focus on management of increasing costs of health insurance, succession planning, competition for talent, safety and risk management, adaptation to changes in the legal landscape, and management of a multigenerational workforce. More information about the Town of Cornelius may be found at https://www.cornelius.org/.

Key priorities to meet the goal of becoming the best employer in the region include:

- strategically evaluating the Town’s recruitment and selection policies, procedures and metrics to assess needs and create initiatives that ensure effective and timely recruitment, selection and onboarding of employees;

- systematically evaluate risk and safety concerns to develop programs that proactively educate staff and manage risks to maximize employee health and wellness;

- strategically evaluating the Town’s training and development needs to create initiatives that ensure effective employee development, engagement, retention, and succession planning;

- continually benchmark classification and pay systems, ensuring that the compensation policy both attracts and retains outstanding staff; and,

- evaluate benefit plans including health insurance and retirement programs to ensure they are competitive and retain staff in order to stem turnover.
The Successful Candidate is:

- an independent self-starter who is comfortable working in a small organization, excellent at leveraging resources, and successful at collaborating in order to create staff partnerships to accomplish goals;

- one who sees HR as a strategic function that impacts the employee experience from recruitment to retirement, moving beyond the day to day transactions of managing a workforce of over one hundred individuals;

- knowledgeable of employment laws, best practices and trends, with significant breadth in the HR competency areas of recruitment and selection, benefits, classification and compensation, health and safety, employee training and development, diversity initiatives and performance management;

- experienced in risk and safety management practices and serves as Town safety coordinator;

- skilled in benchmarking and metric-based program evaluation and the use of data to propose solutions to critical issues;

- confident and skilled in leading investigations related to employee relations matters and workplace incidents, then providing appropriate guidance to staff to resolve conflicts or disciplinary matters;

- well-experienced in evaluating and applying technology to HR processes in order to enhance efficiency, transparency and effective decentralization;

- an excellent communicator who fosters teamwork through facilitative and collaborative approaches in leading cohesive and systematic change;

- a results-oriented leader who can effectively incorporate the input of multiple stakeholders to deliver collaborative solutions;

- a goal-oriented professional who thrives in a culture of high-performance expectations by ensuring metric-based evaluations of programs and timely, evidence-based changes as data warrant; and,

- a champion for employees regardless of department, tenure, or position.
QUALIFICATIONS:
Graduation with a bachelor’s degree in human resources, business, public administration, or related field, and minimum 5-7 years of progressively responsible experience, or an equivalent combination of education and experience, with a minimum of one year of supervisory, management, and budget experience. PHR or SPHR certification is preferred. Local government experience is highly preferred. Experience with organizational human resources metrics tracking and meeting goals is preferred.

ADDITIONAL INFORMATION:
Salary Range and Application Process:
The hiring range is $75,000-85,000 depending on qualifications. The Town offers comprehensive benefits including participation in the Local Government Employee’s Retirement System and a 401K, both with a Town contribution.

To confidentially apply for this position, please go to http://www.developmentalassociates.com and click on the Human Resources Director – Cornelius link on the left side of the home page. All applications must be submitted online through the Developmental Associates application portal, not the Town’s application site nor any third-party application portal. Please note that it is not sufficient to submit only a resume but you are encouraged to upload a resume and cover letter with your application. All inquiries should be emailed to hiring@developmentalassociates.com. The application review begins November 5, 2019 and onsite skill evaluations and interviews will be held in Cornelius, NC for selected finalists December 12-13, 2019. All candidates are encouraged to hold these dates should you be invited to participate. The Town of Cornelius is an Equal Opportunity Employer.

The recruitment and selection process is being managed by Developmental Associates, LLC.