



## ASSISTANT DIRECTOR OF HUMAN RESOURCES

BENEFITS AND WELLNESS ADMINISTRATION ■ ORGANIZATIONAL DEVELOPMENT  
HR BUSINESS PARTNERS ■ TALENT ACQUISITION





## ■ THE COMMUNITY

The City of Fort Worth, or otherwise known as the “City of Cowboys & Culture”, is at the heart of true Texas hospitality and western heritage! As the 12th largest city in the U.S., Fort Worth is home to over 900,000 residents representing culturally diverse communities. Located in north central Texas, Fort Worth is designated as one of America’s “Most Livable Communities” and truly offers a melting pot of culture, commerce, community and yes, cowboys. While keeping the small-town charm that keeps it unpretentious and charismatic in all the right ways, Fort Worth is the 2nd fastest growing large city in the nation with great neighborhoods, scenic terrain and a rich history of arts and culture, paired with world-class opportunities for business and education.

Fort Worth is the #1 tourist destination in Texas and welcomes more than 9.4 million visitors annually. With many events and activities to choose from, Fort Worth has much to offer both tourists and area residents such as Texas Motor Speedway, Billy Bob’s Texas, Fort Worth Stockyards, Kimbell Art Museum, Bass Performance Hall, Sundance Square, Botanic Garden, Fort Worth Zoo, Dickies Arena, Will Rogers Memorial Center, the renowned Fort Worth Cultural District, and headquarters to American Airlines, the world’s largest airline, at the 4th busiest airport in the nation - Dallas-Fort Worth Airport.

The city’s economy is primarily based six major industry clusters: Aviation/Aerospace, Life Sciences/Health Care, Logistics, Manufacturing, Corporate/Professional and Energy (oil and gas). The region is also home to some of the state’s most prestigious universities, Texas Christian University (TCU), Texas A&M School of Law, Texas Wesleyan University, and the UNT Health Science Center.

## ■ THE ORGANIZATION

The City of Fort Worth is a values-based, customer-focused organization that strives to improve the quality of life for residents by consistently surpassing expectations, exhibiting a high degree of stewardship, and ensuring financial accountability and transparency.

The city operates under the Council-Manager form of government with an at-large Mayor and Council Members that represent eight districts. The City Council appoints the City Manager, City Secretary, City Attorney, City Auditor, Municipal Court Judges, and members of City boards and commissions. The City Manager serves as the chief administrative and executive officer of the city and is responsible for guiding and directing day-to-day operations and oversight of all positions. The city has a staff of approximately 7,491 employees, an operating budget of \$2 billion for FY2022 and ad valorem tax rate is \$0.7475 per \$100 of valuation.

## ■ VALUES

**Exceptional Customer Experience** - We take care of each customer on an individual level by taking the time to address problems, discussing solutions, and making each person feel acknowledged and important.

**Accountability** - We are always responsible for our own actions and decisions, and represent integrity, honesty and openness to our co-workers and our community members — no matter how big or small of a job.

**Ethical Behavior** - We operate under a high moral code of ethics, doing the right thing always, even when it's the tougher choice to make. Ethical behavior ensures trust and fosters honesty in times of ease and difficulty.

**Diversity** - We support and cultivate an open and accepting environment for all people from all walks of life, knowing that inclusion helps make this a better city and a better world to live in

**Mutual Respect** - We create an environment of mutual respect that consistently fosters the growth of ideas and the practice of team- work so everyone feels comfortable and represented in their roles within the community.

**Continuous Improvement** - We continue to improve our processes and challenge our status quo to ensure that we are always on the forefront of what a city can do to make its residents feel safe, happy, and taken care of.



To learn more about the City of Fort Worth visit: <https://www.fortworthtexas.gov/Home>



## ■ DEPARTMENT OVERVIEW

The City of Fort Worth's Human Resources Department offers employee assistance in the divisions of Talent Acquisition, Benefits and Wellness Administration, HRIS/Records, Organizational Development, Employee and Labor Relations, HR Business Partners, Classification/Compensation, and Risk Management. This department has an annual operating budget for FY2022 of \$5.7M and has a total of 60 FTEs.

The vision for the Department is to be a valued business partner, change agent and leader in the organization and to assist City departments to hire, train and retain high-performing people. The team places a high priority on customer service, innovation, responsiveness, respect, integrity, expertise, teamwork, communication, and diversity.

To learn more visit: <https://www.fortworthtexas.gov/departments/hr>

## ■ THE POSITION

The Assistant Director will have two direct reports, and a total of 23 FTEs within these divisions: Benefits and Wellness Administration, Organizational Development, Talent Acquisition, and HR Business Partners. This position will bring a strong focus to the administration of benefits and wellness in a self-insured environment and partner with an external provider on managing City dedicated healthcare centers. The Assistant Director will also be responsible for monitoring and evaluating the quality, responsiveness, efficiency, and effectiveness of assigned human resources programs, and working on the continuous improvement of city services. The City of Fort Worth is self-insured, and this role will be dedicated to its employees' well-being by providing market-competitive health benefits, a well-rounded wellness program offering tools and support for a healthier lifestyle, with an emphasis on total compensation, and ensuring the City operates and maintains a strategic approach to delivering a menu of benefits appropriate for the workforce and staying abreast of pension changes.

This role will also work in partnership with City departments to hire and retain high-performing people using a diversity, equity, and inclusion lens, as well as helping to identify and enhance the skills of the employees through training and development opportunities to prepare them to advance in their careers at the City. Previous local government experience is a plus, but not required for this role.





## ■ THE IDEAL CANDIDATE

The next Assistant Director of Human Resources shall be a seasoned, experienced leader that strives to make the City of Fort Worth an “employer of choice” by offering its employees’ health plans and coverage options that are financially responsible for the City and provide the most value for the employee and their family. The ideal candidate is a forward thinking and strategic change agent who works with leadership to align HR initiatives with the City’s strategic goals to ensure a productive, thriving, and healthy workforce. The successful candidate shall have in-depth knowledge and experience in human resources for mid to large sized organizations, preferably in the public sector, and stays abreast of the industry best practices to add value to City operations and the recruitment of top talent.

**The Assistant Director of Human Resources shall have these additional core competencies:**

- **Leadership** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.
- **Collaborative and Inclusive** – Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills; identifies, understands, monitors, and measures the needs of both internal and external customers.
- **Solution-Driven and Forward Thinking** – Demonstrates the ability to analyze, interpret data and metrics to effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action; has the patience and perseverance to foster a vision and direction for the city; seeks “best practices” and innovation for continued growth and relevance.
- **Talent Development** – Provides guidance, opportunities, and motivation to develop and strengthen knowledge, skills, and competencies to improve employees’ capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.
- **Effective Communication** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people’s ideas and thoughts.



## ■ EDUCATION/EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, public administration, or a related field and six (6) years of increasingly responsible human resources experience including three (3) years of administrative and supervisory responsibility. Experience working in municipal government human resources is a plus. A professional certification, such as PHR, SPHR, SHRM-CP, SHRM SCP, IPMA-CP, or IPMA-SCP is desirable.

## ■ COMPENSATION & BENEFITS

The salary range for this position is **\$100,000 - \$140,000** and is commensurate on the selected candidate. The City of Fort Worth also offers a competitive benefits and wellness package for employees.

For more information on the City of Fort Worth Benefits visit:

<https://www.fortworthtexas.gov/departments/hr/employees/benefits>

## ■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, December 2, 2022**.

To review more information on the position, and to submit your materials visit:

<https://www.cpshr.us/recruitment/2125>

For additional information about this position please contact:

**KYLIE WILSON**

Senior Executive Recruiter

[kwilson@cpshr.us](mailto:kwilson@cpshr.us) ■ [www.cpshr.us](http://www.cpshr.us)

CPS HR  CONSULTING

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited for the position will be invited to interview with the City.

