

DIRECTOR OF HUMAN RESOURCES





THE COMMUNITY

The Woodlands is an award winning and nationally recognized master-planned community located on 28,000 acres of forestland 27 miles north of Houston, Texas.

The community has more than 119,000 residents, 2,100 businesses and a valuation of more than \$23 billion. It is well known for its extensive parks and recreation, golf, corporate headquarters, schools, places of worship, shopping, dining, hospitality, and health care.

The Woodlands officially began in 1974. From 1974 through 2009, three major community associations and a special purpose district provided services for most residents and businesses. On January 1, 2010, the three community associations and the district were combined and became The Woodlands Township.

In 2021, The Woodlands Township was named **Best City to Live in America** by Niche.com.

The Woodlands also ranked in the **Top 10** for the following categories:

- ◆ Best Cities to Buy a House in America (#2 of 228)
- ◆ Best Cities to Raise a Family in America (#2 of 228)
- ◆ Cities with the Best Public Schools in America (#6 of 228)
- ◆ Best Cities to Retire in America (#7 of 228).

A dynamic hometown within a natural forest, where generations live, work, play, learn and grow together.

THE ORGANIZATION

The Woodlands Township is a special purpose district that acts as the governmental service provider for the community. It provides fire protection, environmental and solid waste services, parks and recreation programming, right-of-way and pathway maintenance, as well as public transportation, economic development, and supplemental law enforcement, among many other services, programs and amenities. The Township is governed by a board of directors composed of seven at-large directors, each serving a two-year term and elected by voters within the Township in both Montgomery and Harris Counties. The organization is led by the President/General Manager, who provides oversight of day-to-day affairs of the Township in partnership with an executive management team. The current property tax rate is 22.31 cents per \$100 of valuation, and the consolidated budget totals approximately \$132 million.

The Township staff and Board of Directors are committed to public safety and exceptional levels of customer service. Together, they responsibly fulfill the governance needs of the community while promoting the economic development of The Woodlands and providing services that enhance property values. The Township currently employs approximately 550 full-time, part-time, and seasonal staff members.

Residents, businesses, and visitors receive excellent fire and first-responder services through The Woodlands Fire Department that employs 170 full-time personnel. Services are provided from eight strategically located fire stations and an emergency training center. The Woodlands has an ISO rating of 1.

DEPARTMENT OVERVIEW

The Human Resources Department strives to provide quality human resources services including, but not limited to, recruitment, employee relations, leadership and employee development, risk management, compensation and benefits administration, and regulatory compliance. This enables employees to better serve and meet the Township's mission and organizational values.

The Department has an annual budget for FY2022 of \$999,327 and is comprised of 6.25 full-time equivalent staff positions including the Director of Human Resources, a Human Resources Manager, a Senior HR Generalist, a Benefits Administrator, a HR Generalist, a Senior Administrative Assistant, and a General Office Clerk.

THE POSITION

Under the direction of an Assistant General Manager, the Director of Human Resources manages the department's operations and employees to provide administration of the Township's self-insured health program and other benefits; workers' compensation; employee relations; recruitment and retention; job classification and compensation; employee and organizational training and development; and performance management. The Director is familiar with employment trends and seeks out best practices. The Director also ensures human resource policies, procedures, and reports are consistently reviewed and comply with legal requirements and government regulations.

Additional responsibilities include:

- ◆ Plans human resources initiatives; drafts, administers, and implements human resource policies and procedures.
- ◆ Presents information to the Township Board of Directors, President/General Manager and executive staff as required.
- ◆ Establishes and coordinates employee training and development program.
- ◆ Advises management in appropriate resolution of employee relations issues.
- ◆ Administers employee performance review program to ensure effectiveness, compliance, and equity within the Township.
- ◆ Administers employee benefits programs such as life, health, dental and disability insurances, retirement plans, paid time off, leave of absence, and employee assistance.
- ◆ Serves as plan administrator for the Township's retirement plan.
- ◆ Develops employee recognition and engagement events.
- ◆ Prepares and administers the Human Resources budget.

THE IDEAL CANDIDATE

The Township is looking for a Director of Human Resources that is an experienced and transformative leader with a heart for inward and outward facing public service. The ideal candidate shall possess the creativity and flexibility to function effectively within the Township's environment of a dynamic high-performing organization. A strong candidate for this role must be an exceptional communicator who values the art of listening, engages in collaborative decision-making, and ensures the Human Resources team provides customer service to employees in a timely and efficient manner. The utmost integrity and discretion coupled with the ability to view issues objectively and find workable solutions is paramount. The successful candidate will be a working leader focused on strategic human capital leadership, attracting and retaining the best people talent available, training and development, cultivating diversity and inclusion, employee relations, and developing engagement programs that illustrate the Township's commitment to the employees.

Desirable competencies for the **Director of Human Resources** shall include:

- ◆ **Results-Oriented** – Able to translate ideas into concrete action; maintains a focus on results and outcomes; ability to build effective teams that hold themselves accountable for their performance; strives for results and success.
- ◆ **Adaptable & Forward-Thinking** – A “big picture” strategic, critical thinker and problem solver; develops/implements creative solutions and provides direction by clearly and effectively setting courses of action; flexible and open to ideas and feedback from others.
- ◆ **Talent Development** – Provides opportunities to develop and strengthen knowledge and skills; improves employees' capabilities; 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.
- ◆ **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 & 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.

COMPENSATION AND BENEFITS

The hiring range for this position is **\$130,000 - \$155,000** and is commensurate with qualifications and experience of the successful candidate. The Woodlands Township also offers an excellent array of benefits.

EDUCATION/EXPERIENCE

A Bachelor’s degree in Human Resources or Business Administration. Master’s degree in Human Resources, Public Administration, Business Administration, Organizational Leadership, or a relevant degree major is preferred. A minimum of 10 years of professional human resources experience and at least 5 years of supervisory and leadership experience with at least 2 years preferably at the Assistant Director or Director level.

Experience working in municipal government human resources is preferred. A professional certification, such as PHR, SPHR, SHRM-CP, SHRM SCP, IPMA-CP or IPMA-SCP is desirable.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume and cover letter by **Friday, March 25, 2022**. To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1966>.

For additional information about this position please contact:

KYLIE WILSON

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CPS HR CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the Township for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on the selected candidate.

