



City of Bellaire

**DIRECTOR OF  
HUMAN RESOURCES**





## ■ ABOUT THE CITY

Bellaire, Texas is located seven miles southwest of downtown Houston with a population of approximately 17,202 residents and spans 3.5 square miles. Founded in 1908, Bellaire is an enclave residential community surrounded by Houston, offering a quality of life that promotes a family atmosphere with great amenities and the charm of a small town.

Bellaire is one of the most sought-after neighborhoods in the area with its spacious lots, streets lined with oak trees, and beautiful parks, as well as easy access to one of the finest health care facilities in the world. The City provides full-service fire and police protection, excellent parks, award-winning recreation programs, a library, and active engagement with community partners.

Residents are minutes away from the Uptown Houston/Galleria area, one of the most popular retail and tourist destinations. The median household income in Bellaire is \$236,311 with 81.7% of residents holding a bachelor's degree or higher, and the community has a reputation for excellence in education with both public and private elementary schools, middle schools, and high schools.

## ■ THE ORGANIZATION

Bellaire is a Home Rule City, having first adopted a charter on April 2, 1949, and operates under a Council-Manager form of government. The City Manager is the chief executive for the City and leads City staff with approximately 196 FTEs and oversees a FY26 general fund budget of \$31.2M and an enterprise fund budget of \$16.9M for water, wastewater and solid waste and a variety of capital projects. The City of Bellaire is comprised of the following departments: City Clerk's Office, City Manager's Office, Development Services, Finance, Fire, Human Resources, Information Technology, Library, Parks, Recreation & Facilities, Police, and Public Works.

## ■ BELLAIRE'S CORE VALUES, MISSION AND GOALS

The City's purpose is to enhance the quality of life for its citizens by providing services and amenities that make Bellaire a great place to live, work, play and raise a family.

The City of Bellaire's values and mission are at the core of how we deliver services to the community, our level of engagement with citizens, stakeholders and partners, as well as our focus on creating a workplace culture that fosters a sense of community, unity and togetherness while celebrating, respecting and valuing diversity.

At the City of Bellaire, we demonstrate our excellence by modeling the Core Values of: Stewardship, Creativity, and Camaraderie, and we welcome all who share these values to apply.

To learn more about the City of Bellaire visit: <https://www.bellairtex.gov/>





## ■ POSITION OVERVIEW

The City Manager is looking for a new Director of Human Resources to oversee all aspects of human resources management within the City, including policy development, legal compliance, employee relations, compensation and benefits administration, talent acquisition, and budget management. The new Director will be responsible for managing a department budget of \$594,000 and lead a team consisting of a Senior Human Resources Generalist and a Human Resources Generalist.

The key functions for the **Director of Human Resources** include, but are not limited to:

### ◆ **Policy Development and Legal Compliance:**

- » Review, recommend, develop, and administer City employee policies, procedures, and programs in compliance with state and federal laws.
- » Monitor changes in labor laws and regulations to ensure organizational compliance.
- » Work with legal counsel as needed to address HR-related legal issues.

### ◆ **Employee Relations and Engagement:**

- » Coach managers in communications, feedback, and engagement responsibilities.
- » Provide direction and counsel to supervisory staff on appropriate action and documentation.
- » Develop and implement strategies to enhance employee engagement and satisfaction.
- » Conduct internal investigations for harassment, discrimination, and/or other violations of employment law.

### ◆ **Training and Development:**

- » Conduct needs assessment and develop training curriculum on various topics.
- » Coordinate logistics for training sessions and career development initiatives.
- » Identify training needs and develop programs to enhance employee skills and capabilities.

### ◆ **Compensation and Benefits Administration:**

- » Oversee the design and administration of competitive compensation and benefits programs.
- » Stay informed about industry trends and benchmarks to ensure competitiveness.
- » Administer health and wellness programs, drug and alcohol testing programs, and annual open enrollment.

### ◆ **Talent Acquisition and Recruitment:**

- » Manage the recruitment and selection process to attract and hire top talent.
- » Develop and implement effective onboarding programs for new hires.
- » Coordinate with department heads to review job descriptions and manage applications.

### ◆ **Budget Management:**

- » Develop and manage the HR Department budget, ensuring efficient resource utilization.
- » Monitor and report on budget variances, providing recommendations for optimization.
- » Procure and manage Human Resources consultant contracts.

### ◆ **Personnel Management and Administration:**

- » Select, supervise, and evaluate HR personnel, prioritizing work assignments and maintaining a healthy working environment.
- » Coordinate employee performance evaluation processes and assist with disciplinary actions as needed.

### ◆ **Risk Management and Compliance:**

- » Ensure departmental compliance with all City-wide policies, procedures, and regulatory requirements.
- » Oversee risk management and safety programs, including workers' compensation administration and safety policies.

## CHARACTERISTICS OF THE IDEAL CANDIDATE

The next Director of Human Resources will align HR initiatives with the City's strategic goals and core values to ensure a productive, thriving, and healthy workforce and position the City of Bellaire to be an "employer of choice". The ideal candidate will be an articulate, engaging, and decisive professional with excellent political acumen and situational awareness to be a resource and guide to effectively convey HR policies, procedures, and guidelines to employees at all levels, as well as to collaborate with senior leadership, legal counsel, and external vendors or consultants.



Candidates will have an employee-centric mindset to focus on the mental, physical, and emotional well-being of City staff, and the ability to handle and prioritize multiple projects simultaneously while maintaining a calm demeanor under pressure. This individual should be a strategic partner with department leaders to help them tap into the true potential of our employees to develop our skills and talents for future growth opportunities.

The new Director will also have a pulse on the HR industry's emerging trends, innovative strategies, and best practices in talent management, employee engagement, diversity and inclusion, and organizational development. Ideal candidates will have a strong understanding and proven experience in the development of policies and employee handbooks to ensure the City is in compliance with all employment laws and regulations at the federal, state, and local levels, including but not limited to EEOC guidelines, FMLA, ADA, FLSA, and OSHA standards.



## MINIMUM QUALIFICATIONS

**Education** - Candidates will possess at least a bachelor's degree from an accredited college or university. An equivalent combination of education, training and experience will be considered.

**Experience** - Candidates will have 8-10 years of previous relevant work experience in human resources, preferably in local government, which includes at least 3 years of supervisory experience.

**Certifications/Licenses** - Driver's License; IPMA-SCP and/or SHRM-SCP is preferred.



## COMPENSATION AND BENEFITS

The salary range for this position is **\$114,685-166,293** and will be commensurate with the qualifications and experience of the successful candidate.

The City of Bellaire offers an excellent benefits package to include:

### Health & Wellness

- ◆ City pays medical, dental, and vision for employee and 84% for dependents and 70% for spouse
- ◆ Three medical insurance plan options through Cigna (including HSA-eligible)
- ◆ Free short- and long-term disability coverage
- ◆ Free Employee Assistance Program (EAP) for counseling, legal, and financial support

### Financial & Retirement

- ◆ Texas Municipal Retirement System (TMRS) with a 2:1 City match
- ◆ Optional 457 Deferred Compensation plan
- ◆ Annual Health Savings Account (HSA) contributions of \$1,000–\$1,500
- ◆ Longevity pay for years of service
- ◆ Supplemental insurance options (accident, critical illness, etc.)

### Wellness Incentives

- ◆ Up to \$650/year in wellness rewards
- ◆ Access to HealthCheck360

### Paid Leave & Holidays

- ◆ 11 paid holidays + 5 floating holidays
- ◆ Generous vacation and sick leave accruals
- ◆ Up to six weeks of paid parental leave
- ◆ Bereavement leave

### Career Growth & Extras

- ◆ Tuition reimbursement of up to \$1,000 per semester
- ◆ Discounts on Parks & Recreation memberships and programs
- ◆ Library card access for employees

To learn more visit: <https://www.bellairetx.gov/1834/Employee-Benefits-and-Resources>







## APPLICATION PROCESS

The **final resume review** deadline is **Friday, January 23, 2026**, but don't wait to apply since resumes will be reviewed and interviews conducted throughout the open period! To be considered for this exceptional career opportunity, please submit your resume, cover letter, references at:

<https://www.cpshr.us/recruitment/2562>

For additional information about this position, please contact:

**CPS HR CONSULTING**  
*Your Trusted HR Advisor For 40 Years*

**KYLIE WILSON**

Principal Consultant

Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)

Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be reviewed by the consultant and provided to the City of Bellaire for further consideration. Candidates deemed to have the most relevant experience and qualifications will be invited to interview with the City.

