

ASSISTANT DIRECTOR OF HUMAN RESOURCES



ABOUT UP

University Park, home to Southern Methodist University and the George W. Bush Presidential Center, serves a population of 23,500 within its 3.73 square miles. Located 5 miles from downtown Dallas, University Park is one of two cities that comprise the Park Cities, a community known for its beautiful parks, security, numerous churches, and outstanding schools. The City of University Park is a diverse organization, consisting of 266 employees over 17 departments.



THE POSITION

Reporting directly to the Assistant City Manager/Director of Human Resources, the City of University Park is recruiting a new, executive-level position within the organization. The Assistant Director will be responsible for the day-to-day leadership of the Human Resources Department, will serve on the City's Leadership Team, and will work closely with the City Manager's office to implement strategic goals of the City Council. The Assistant Director will provide leadership on organization culture, direction for all personnel-related policies/programs, manage all recruiting, and direct the self-insurance program for the City.

REQUIREMENTS

Bachelor's degree and four to six years of experience in human resources or general city management are required. A Master's degree is preferred. Ability to obtain certification as either a Professional in Human Resources, Certified Compensation Professional and/or Certified Benefits Professional is preferred within 12 months of hire.