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If you are interested in this excellent opportunity, please submit your resume to:

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The position is considered open until filled.

Salary range to approximately \$90,000 plus excellent benefits

**An Equal Opportunity Recruiter/Employer. Due to Arkansas Freedom of Information Laws, all applications**



# City of Fayetteville, AR Director of Human Resources

Slavin Management Consultants

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## Fayetteville, Arkansas

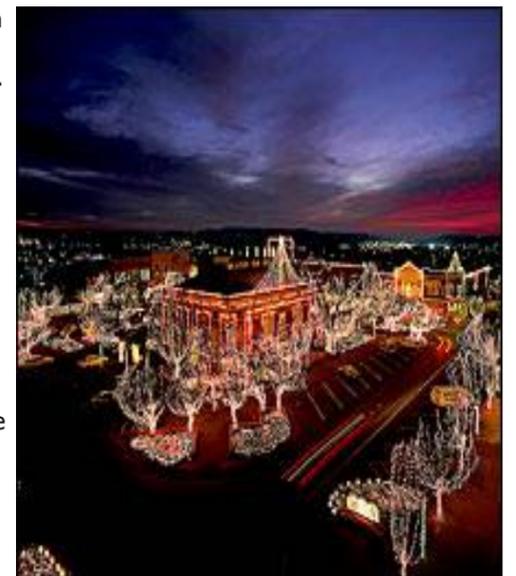
Located at the foothills of the Ozark Mountains, Fayetteville offers scenic beauty, vibrant cultural life, a growing economy and a family-friendly environment. Fayetteville has been recognized as one of "America's Most Livable Cities" and Forbes Magazine ranked Northwest Arkansas among the top metro areas considered as the "Best Places for Business and Career".

Fayetteville's cultural and entertainment district and the University of Arkansas furnish many possibilities for one-of-a-kind shopping, exciting nightlife, live local music, fine arts and sports events.

As the 2005 Library of the Year, the 88,000 sq. ft. Fayetteville Public Library boasts collections and events for all ages. The library is the first in

Arkansas to win the Library of the Year award. A runner up in 2003 and 2004, the Fayetteville Public Library beat out stiff competition around the country for this honor.

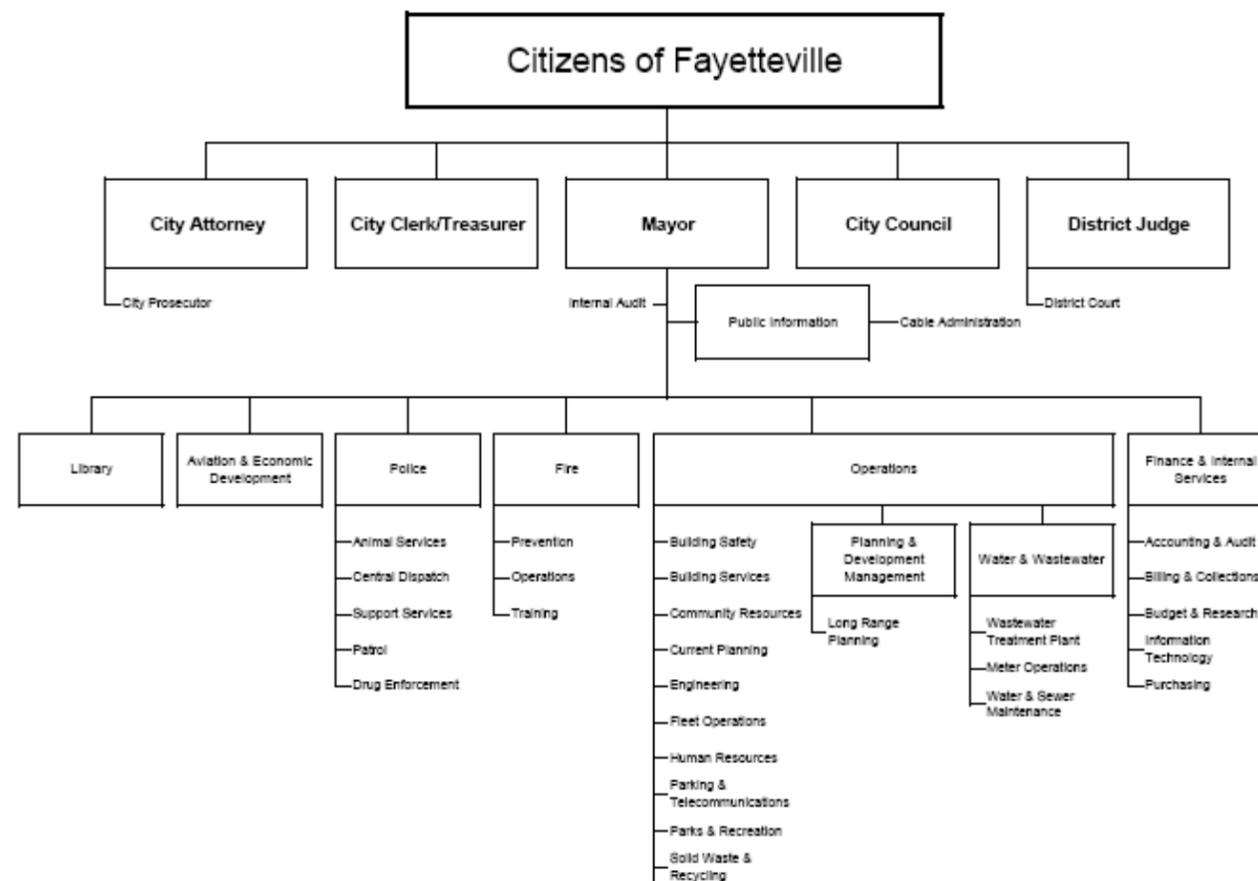
In addition, the city has large, scenic parks and is conveniently located amidst mountains, lakes, rivers, hiking and biking trails



Beaver Lake, located northeast of Fayetteville, is a popular spot for boating, water-skiing, fishing, swimming, scuba diving and camping.

## Org Chart

### City of Fayetteville, Arkansas Organizational Chart



## Did You Know? Fayetteville Was Named....

- 2006 Money Magazine's Top 100 Best Cities to Live
- One of the "Dazzling Dozen" – Business Weekly
- "Best Place to Live Today" – Money Magazine
- "Top Ten Best Performing MSA" (3 years)–Milken Institute
- #5 "Top Place to Reinvent Your Life" – AARP
- "One of America's Hottest Cities" – Expansion Magazine
- "Retirement Spots that Feel Like Home"– Retirement Magazine
- "50 Fabulous Places to Raise Your Family"– Melissa Giovagnoli

## About The Government—The Mayor

The Mayor is the elected Chief Executive Officer for the City of Fayetteville and is the presiding officer for the City Council. As Chief Executive Officer of the City, the Mayor has a statutory duty to oversee the enforcement of City policies, ordinances, administrative rules, and State laws, as well as direct City offices and employees to discharge their duties.



The Mayor, operates within State statutes, the City Charter and City Ordinances to provide community leadership. The Mayor accomplishes this task by providing and maintaining an open door forum for residents, business interests, and other interested parties to discuss City

policy, concerns, and requests.

The Mayor is responsible for submitting an annual budget to City Council appropriat-

ing funds for government operations. The Mayor administers the annual work program approved by City Council through seven departments: General Government, Finance and Internal Services, Operations, Water and Wastewater, Community Planning and Engineering Services, Police, and Fire.

The Office of the Mayor must create a balance of City services, recognizing the changing needs of the community and the desires of the citizens while maintaining financial stability. The Mayor is elected during the presidential election for a four year term and can serve an unlimited number of terms.

## The City Council

The City of Fayetteville operates under a Mayor-Council form of government. In this system the City Council is the legislative and policy-making body of city government. It sets city policy by passing ordinances and resolutions. The Council also determines the city budget and appoints and removes cer-

tain board and commission members.

The City Council is composed of eight council members and a Mayor. Two council members are elected in each of Fayetteville's four wards by city voters and are directly responsible to the people.

General municipal elections take place on the first Tuesday after the first Monday in November in even-numbered years. Four council members are elected at one municipal election, and four council members at the next. The term of office for a council member is four years and a council

## About The Director of Human Resources

The Human Resources Director is responsible for planning, organizing and directing the City's Human Resources program to ensure compliance with all applicable federal, state and local regulations. Ensures the City's policies practices and programs support the City's overall goals and mission.

Oversees the areas of recruitment and retention, compensation and benefits, employee relations, policy development, record retention, and workers compensation

The Human Resources Department serves approximately 700 full-time employees providing a full range of services to the Citizens of the city. The HR department has 5 full-time employees. The staff consists of a director, an assistant director, an HR Administrator, a benefits coordinator and a senior secretary.



Parks and Recreation programs serve the entire family

## Minimum Qualifications

The successful candidate will have a bachelors degree in business, human resources or a related field and seven years of responsible human resources experience with at least four years of supervisory experience. Knowledge of employment law and public sector experience is preferred.

Knowledge of compensation management and performance appraisal systems. Knowledge of employee benefits and theories of total compensation.

**"Our staff and employee base work hard to provide the best services possible for us..... We could never achieve such a high quality and cost effective service without their dedication and drive."**

**Mayor Dan Coody—2006 State of the City Address**

## Compensation and Benefits



The City provides a comprehensive salary and benefits package which includes:

- Starting Salary Range to approximately \$90,000
- 10 Days Vacation after one year of service
- 12 Days of Sick Leave each year
- 12 Holidays per year
- Insurance—Excellent medical, dental, and vision insurance options

- Paid life insurance with optional supplemental and spouse/dependent plans
- Paid long term disability insurance
- Retirement Program that contributes 12% of base pay into a 401(a) plan
- Other benefits— employee assistance program, educational assistance, wellness program and additional voluntary benefits.

## Issues and Opportunities

- Completion and implementation of comprehensive classification and wage survey.
- Ability to shape view of government on HR function and move items forward.
- Ability to communicate effectively with department heads, elected officials and general employees.
- Oversight of FLSA administration and 207(k) exemptions
- Maintain Fayetteville being considered the employer of choice of the area
- Ability to analyze and offer designs for competitive benefit programs.
- Budget preparation for health insurance.
- Understanding of workers compensation programs and laws.
- Serve as ADA Compliance Officer.
- Consistent implementation of FMLA and leave policies.

