

# Director of Human Resources



## POSITION PURPOSE

As Oregon's fourth-largest city, Gresham is a dynamic and diverse community of over 110,000 residents, where tradition meets innovation just minutes from Portland, Mount Hood, and the Columbia River Gorge. The city employs more than 650 dedicated staff members across various departments, supported by three active labor unions, all of which contribute to a collaborative and service-driven municipal culture. As the **Director of Human Resources**, you will lead a cohesive team of eight professionals, overseeing the full spectrum of HR services—including labor relations, talent acquisition, organizational development, and culture initiatives—within a department of eight.

Gresham's population reflects a rich tapestry of cultures and backgrounds, with approximately 21% identifying as Hispanic or Latino and over 25% of residents speaking a language other than English at home, underscoring the city's commitment to inclusivity and community engagement. This role offers a unique opportunity to shape the future of public service in a city that values innovation, equity, and a strong sense of community, making a lasting impact on both the organization and the residents it serves. As the City of Gresham's next Human Resources Director, you'll help shape and inspire a dynamic workforce while championing a culture where all people thrive. Come lead with purpose in a city that values innovation, inclusion, and community impact.

Join us to make a lasting difference in one of Oregon's most diverse and growing cities.

## Essential Functions

The list of duties is a representative sample of the work appropriate to this class and does not include all the essential or marginal duties that may be assigned to a position. The incumbent may perform a combination of some or all of the following duties:

- Develops and implements human resources strategic planning; manages a team to executive on human resources functions, including classification and compensation, employee benefits, recruitment and selection, labor and employee relations, and organizational development; develops and implements Citywide personnel

policies, procedures, and business practices; evaluates goals, objectives, priorities, and activities to improve performance and outcomes; recommends and establishes administrative controls and improvements; develops procedures to implement new and/or changing regulatory requirements.

- Acts as the direct manager for the human resources staff; helps to coach, grow, and mentor human resources staff; facilitates a positive team culture by leading with empathy, aligning the team behind a shared vision, and acknowledging and supporting the work of human resources staff.
- Supports the Labor Relations Business Partner through collective bargaining processes; oversees the administration and interpretation of labor contracts; initiates and implements corrective and disciplinary actions; works with the City Attorney's Office in resolving grievances and other personnel issues.
- Manages a variety of operational studies, and policy and procedure reviews; analyzes and makes recommendations regarding the design and delivery of employee benefits; develops job performance standards; oversees and manages classification and compensation plans; develops and oversees personnel records systems; administers Citywide equal opportunity and workplace diversity programs. Directs the planning, prioritizing, assigning, supervising, training, and review of the work of a diverse workforce; acts as a resource and provides direction, guidance, and leadership to staff; advises on the more complex and sensitive concerns and issues; provides guidance and assistance to supervisors/managers in resolving personnel issues; may select, direct, and manage the work of consultants.
- Provides expert guidance to other departments, the general public, and/or outside agencies; represents the City to the public, elected officials, other agencies, governments, and organizations including making presentations, participating in meetings, and conducting community outreach; acts as a representative on committees, interagency task forces, and special projects; responds to and resolves confidential and sensitive inquiries; investigates complaints and recommends corrective actions as necessary.
- Analyzes and reviews federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance; conducts analysis on best practices and trends and formulates and implements recommendations.
- Performs other duties as assigned.

## JOB FEATURES

- Performs the most difficult assignments that require a high level of responsibility, is fully trained in all procedures directly related to the assigned work, and is often considered the subject matter expert.





- Issues and problems addressed are highly complex, varied, and have competing importance, outcomes, and impacts to the organization.
- Receives work assignments in the form of objectives, priorities, and deadlines.
- Performs all duties independently and exhibits skills that allow the incumbent to take on new assignments with limited or no additional training.
- Requires an advanced level of knowledge and experience, independent judgment, and decision-making.
- Assignments include a high level of involvement in development and analysis of policies.
- Work is reviewed for technical accuracy, compliance to program objectives, and overall results.
- Receives direction from executive management.
- Exercises direct supervision over staff.
- Exercises indirect supervision through managers, supervisors, and/or lead workers.

## KNOWLEDGE AND ABILITIES

### *Knowledge of:*

- Laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations.
- City government administration, organization, functions, and services.
- Practices, principles, procedures, regulations, and techniques of personnel administration with a people-first lens.
- Leadership theories and practices.
- Supervisory principles and practices.
- Budget development and fiscal management principles and practices.
- Techniques for effectively representing the City with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Communication principles, practices, and techniques.
- Organizational change management, organizational design, and employee engagement best practices.
- Modern office practices and methods, computer equipment, and software applications.

### *Ability to:*

- Exercise discretion in confidential and sensitive matters.
- Interpret, apply, and ensure compliance with applicable policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations.
- Influence and gain cooperation when there are competing or conflicting priorities; conduct effective negotiations and represent the City.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Develop and implement organization-wide people and culture initiatives, policies, and processes that promote transparency, consistent standards, and a work environment where employees feel safe, respected, and empowered to contribute.

- Lead a diverse workforce by ensuring fair and consistent practices across all HR functions, fostering equitable access to opportunities, and apply respectful, accountable program oversight across City services.
- Establish and maintain effective working relationships with all internal and external contacts.
- Operate office equipment and technology tools including personal computers, laptop computers and printers, and presentation equipment.
- Communicate effectively verbally and in writing; present information, proposals, and recommendations clearly and persuasively.
- Physically perform the essential job functions.

## MINIMUM QUALIFICATIONS

A bachelor's degree in human resources, public administration, business administration, or a closely related field is required along with three (3) to six (6) years of increasingly responsible experience in human resource management. The successful candidate will also have demonstrated experience supervising employees. An equivalent 7-10 year combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered. Experience in the public sector preferred.

The successful candidate will be required to pass a criminal background check, have a valid driver license, and may require additional training, licenses, or certificates. The Human Resources Director is currently required to be on-site a minimum of four days a week.

## COMPENSATION AND BENEFITS

The Human Resources Director is classified as a Director II. This position has a salary range of \$132,467 - \$190,756 (excluding any pending Cost of Living adjustments), which will depend on the qualifications of the successful candidate.

The City of Gresham encourages a healthy work-life balance and provides a robust benefits package that includes comprehensive medical, dental, and vision insurance, employer HRA/VEBA contributions, PERS retirement, employer sponsored deferred compensation, employer paid life insurance and long-term disability, and generous PTO, sick leave, and holidays. Full details can be viewed [here](#).

## WORKING AND ENVIRONMENTAL CONDITIONS

- Office environment
- Daytime travel
- Evening and/or weekend work

## PHYSICAL REQUIREMENTS

- This job requires the ability to communicate verbally with others, which includes the ability to listen and speak, the ability to work in a stationary position in front of a computer or in meeting spaces which requires the ability to see and read email and documents, and the ability to occasionally lift, carry, or lower up to 10 pounds.





## LEARN MORE & APPLY

**Workplace Change** is managing our talent search. To apply, please visit their **website**.

This position opens:

**06/04/2025**

This position closes:

**06/25/2025**

Find us:



<https://www.greshamoregon.gov/>