



Executive Director, Human Resources

Opportunity Guide

www.washtenaw.org

Mission: Human Resources Department

Our core business strategy is to provide the best and brightest workforce utilizing a state of the art recruitment and hiring process, benefits, compensation, employee and labor relation services.

County Vision

Washtenaw County will be a world class service provider. To do this we must be a leader in:

- Developing innovative prevention approaches to dealing with governmental responsibilities
- Facilitating cooperation and collaboration aimed at enhancing services
- Increasing the effectiveness and efficiency of mandated services
- Sound fiscal management so we can rise above "crisis" mode and have long-term stability
- An inspired and involved workforce equipped with the skills, knowledge and resources to provide world class service

County Guiding Principles

- Ensure long-term fiscal stability for the County
- Reduce the cost of conducting the County's business
- Enhance customer service
- Provide the necessary knowledge, skills and resources to County employees to carry out these principles
- Ensure adequate provision of mandated services

- Focus on the root causes of problems that affect the quality of life of County citizens by aggressively pursuing prevention strategies
- Provide leadership on intragovernmental, intergovernmental and intersectoral cooperation and collaboration aimed at improving services to County citizens

County Overview

Washtenaw County was established in 1827. Today, the County consists of six cities and two incorporated villages:

- Ann Arbor
- Chelsea
- Dexter
- Milan
- Saline
- Ypsilanti
- Village of Manchester
- Village of Barton Hills

In addition, Washtenaw County includes [twenty Townships](#).

County Profile:

- Total Population: in excess of 365,000 citizens
- County team members: approximately 1,400 regular employees plus seasonal/part-time employees
- County annual expense budget: approximately \$365 million

The Opportunity: Executive Director, Human Resources

The Executive Director, Human Resources is a key role with strategic reporting relationship/accountability to the County Administrator, and serving as a member of the Administrator's Executive Team. This role has accountability for all strategic HR topics, including: talent acquisition/recruitment, compensation philosophy, rewards programs, compliance, employee relations and succession planning.

The role has responsibility for developing and executing human resource strategy in support of the County's values and goals. Leading a team of approximately 10 HR staff, the Executive Director will develop key performance indicators (KPI) for the HR function, administer collective bargaining agreements for multiple bargaining units, and cultivate strong working relationships with collective bargaining partners, department heads and elected officials.

The Executive Director will provide strategic leadership and oversight in the areas of workforce development, labor relations, benefits, compensation, organizational and performance management, training and development, talent attraction (recruitment), and retention. The Executive Director provides strategic leadership by translating goals, values and vision into operational programs and strategies. In addition, the Executive Director nurtures and crafts human resource culture, creating people processes that support all team members, inspiring trust and transparency.

Key Performance Measures/Deliverables:

Workforce Development:

- Strengthen the County's workforce development planning and capacity.
- Build a culture of customer service and innovation.
- Grow leaders to preserve continuity and instill skills to support strategic plans.
- Develop team members by building expertise and fostering professional growth through adaptive and current learning and development strategies.
- Assess workforce needs and continuously develop and deliver strategies to assist the success of the team.

Talent Management:

- Create, promote and implement systems and strategies to maximize retention of valued team members.
- Design and launch programs and policies to develop team members for promotion-readiness, thereby creating career paths and increasing retention.

Labor Relations:

- Partner with Corporation Counsel as they negotiate collective bargaining agreements for multiple collective bargaining units.
- Partner with Corporation Counsel to administer collective bargaining agreements for multiple collective bargaining units.
- Cultivate and maintain strong collegial working relationships with collective bargaining partners.

Talent Attraction:

- Create strategic recruitment strategies to ensure the availability of talent for employment vacancies and projected growth.
- Develop branding and networking activities to position Washtenaw County as an "employer of choice."
- Define proactive and reactive talent attraction programs and tactics.

Alignment of People Practices with County Vision (*an inspired and involved workforce*):

- Ensure consistency of operational practices with County vision and guiding principles.
- Partner closely with Executive Team members to ensure complete alignment of HR activities with County objectives.
- Advocate for and advance Equity:
 - Ensure equity in access, opportunity and advancement practices
 - Eliminate barriers to fair treatment for underrepresented and marginalized groups
 - Collaborate and create policy and systems from an equity lens, addressing workplace bias and promoting inclusive environments

The Qualified Candidate

Washtenaw County seeks a strategically focused partner who has proven experience leading an HR service delivery team focused on internal customer satisfaction, and providing trusted, valued counsel and support to all team members. The successful candidate will have a minimum of 5-10 years of proven executive level experience. Prior experience within a government or municipal setting is desirable. The selected candidate will be service-oriented, collaborative, innovative and a strategic thinker with impeccable credibility.

Specific requirements include:

- Bachelor's degree from an accredited college or university with major course work in business administration, human resources, organizational psychology or closely related field; Master's degree is strongly preferred.
- Certified Senior Professional in Human Resources (SPHR) or SHRM-SCP is preferred.
- A minimum of 5 to 10 years prior management experience, leading an HR/OD team
- Personal competencies:
 - Relationship and trust building skills
 - Highly credible with personal integrity
 - Proactive and highly responsive
 - Solution-oriented/Identifies new opportunities
 - Results and goal oriented
 - Excellent communications skills
 - Ability to debate issues and add value to the collective intelligence of the executive team

This position is based in Ann Arbor, Michigan.

To Apply

This search is being managed by Karen F. Andrews, SPHR, of The Andrews Group. To apply, candidates should submit their cover letter, resume and application on our website: <https://karenandrewsgroup.applicantpool.com/jobs/970273.html>

About the Washtenaw County area

Washtenaw County has been consistently voted as one of the nation's best areas in which to live! With a population of nearly 365,000, the County is a diverse, growing area with abundant culture and increasing business opportunities.

The area is well known for its cultural offerings, summertime street fairs and festivals and dining experiences. The area also offers a bounty of recreational activities for those looking to golf, hike, or cycle, and three Metroparks are within a short drive.

Additionally, the area boasts top-ranked school systems, a growing economy and diverse housing options. Located a short distance from the Detroit Metro Airport, the County provides quick access to travel options within and out of state.

OTHER

Washtenaw County is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status or other non-merit reasons, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.