

# DIRECTOR OF HUMAN RESOURCES

## CITY OF NEW SMYRNA BEACH



### NEW SMYRNA BEACH, FL

Located on Florida's Atlantic Coast, New Smyrna Beach is one of the oldest European settlements in Florida and has a rich history. Scottish Dr. Andrew Turnbull established the first British colony in 1768. Only St. Augustine and Pensacola are recognized as older within the State.

Today New Smyrna Beach is a busy city covering 38 square miles with approximately 27,000 permanent residents. Less than an hour northeast of Orlando and 14 miles south of Daytona Beach, it is a well-known destination that has retained its character, charm and small town atmosphere.

### The City Government

The City of New Smyrna Beach is governed by a five member City Commission elected at large, the Mayor serving a two year term and City Commissioners elected to four year staggered terms, elections being held November of even numbered years. The City Commission appoints the City Manager, City Clerk and City Attorney. The City has 231 full time and 30 part-time employees. It's annual budget is \$70,000,000. It provides law enforcement, fire and emergency medical services, leisure services, maintenance operations and development services. The City also operates a Civic Center, Marina and a Golf Course.

### The Human Resources Department

The Human Resources Director is responsible for providing leadership and resources to support the development and integration of Human Resources. The Human Resources Director directs and guides all phases of the employee life-cycle including: recruiting, training and development, performance management, compensation and benefits, safety and workers compensation, employee relations, and employment law compliance. The Human Resources Director is responsible for the direction and strategy for the negotiation and administration of all citywide collective bargaining agreements.

## Education and Experience

Candidates shall have Bachelor's degree from an accredited institution in Human Resources, Business/Public Administration, or a related field. A Masters Degree is preferred; SPHR or SHRM-SCP certifications are required.

Candidates should have five to seven years of a progressively responsible nature in personnel management and labor relations, including experience in a technical capacity of public personnel work. Municipal experience with labor unions is required, as the City has three unions (Fire, Police and general employees).



## Compensation & Benefits

The starting salary will depend upon the qualification of the individual selected. The City also provides an excellent employee benefit program, which currently includes health, dental, City paid life insurance, short-term and long-term disability insurance, as well as, a defined contribution retirement plan with an 8% City Contribution vesting over five years.

## Selection Process

The current director is retiring after 12 years with the City. The City of New Smyrna Beach will be accepting Employment Applications and resumes until the position is filled. Applications are available on our website at [www.cityofnsb.com](http://www.cityofnsb.com), click on the Employment tab.

Please submit a cover letter with your salary requirements, application and resume via email to [chargy@cityofnsb.com](mailto:chargy@cityofnsb.com), by fax to 386.202.2849 or by mail to 210 Sams Ave. New Smyrna Beach, FL 32168.

Inquiries regarding the Human Resources Director position may be directed to Carol Hargy, Human Resources Director at 386.410.2640 or at [chargy@cityofnsb.com](mailto:chargy@cityofnsb.com).

Veteran's Preference will be awarded under applicable Florida Law.

New Smyrna Beach is a Drug Free Workplace and an Equal Opportunity Employer (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability or genetics.

Pursuant to Florida Statute 119, the Public Records Act, documents made or received by the City of New Smyrna Beach may be public record and open for inspection by the public. However, some records are not public records and may not be disclosed. All applications are subject to disclosure upon receipt.

