



Human Resources Director



The Position

The Human Resources Director is an influential leader and strategist excited by the opportunity to impact the people strategy and vision that enables the long-term success of Tualatin Hills Park & Recreation District (THPRD). Reporting to the General Manager, the Human Resources Director is a key member of the District's leadership team and regularly collaborates across the organization to ensure the people strategy aligns with the District's [Comprehensive Plan](#) and [Strategic Plan](#). The Director is instrumental in shaping the organizational culture, promoting its values, and maximizing the potential of all employees.

The Director plans, directs, and manages all the functions of the Human Resources Department and develops the Department's annual budget. They assume full leadership responsibility for all programs, services, and activities, including employee and labor relations, recruitment and selection, job analysis and classification, compensation and benefits strategy development and administration, and employee performance evaluation and recognition. Additionally, the Director leads risk management, including coordination of District-wide claims, liability, workers' compensation, District-wide property and casualty insurance, safety programming, and is a fiduciary of the District's retirement plans. They also serve as the lead negotiator, facilitate the labor-management committee, and carry out the administration of labor contracts and agreements.

The Human Resources Director assists the General Manager in representing the District on a variety of complex initiatives and programs and assumes a lead role in carrying out highly complex analyses, special projects, and other initiatives related to personnel matters and recommending the appropriate course of action. The Director actively engages stakeholders to facilitate and support process improvement and change management. They champion racial justice and equity initiatives, including the enthusiastic welcome of input and inclusion of employees of all backgrounds in District activities and decisions, and ongoing assessment of workplace culture. The Human Resources Director actively fosters a welcoming and equitable workplace and partners with colleagues and the Human Resources team to expand staff capacity.

The Director establishes and maintains effective working relationships with employees, officials, committees, and the public. They exercise tact and diplomacy when managing sensitive, complex, and confidential issues and consult with legal counsel as appropriate. The Human Resources Director leads a dedicated human resources team of 15 and actively supports their continued growth and development. They collaborate to develop outcomes, metrics, and goals that ensure accountability towards equitable delivery of District services and supports THPRD's connection to the community.





Priorities

- Build strong, positive, and productive relationships across THPRD. Take the necessary time to learn and understand our current organization and operations, the diversity of our employee base, and our culture to create a human resources strategy that aligns with our strategies, goals, and guiding principles.
- Collaborate with the Human Resources team to complete existing projects that include expanding benefits for part-time employees, training and education for supervisors, updating the employee handbook, documenting processes and procedures, reviewing and updating policies, implementing Paid Leave Oregon, and recruitment and selection of variable/seasonal employees.
- Collaborate to drive operational excellence through stability and consistency in human resources systems, policies, and procedures. Work to streamline processes, simplify decision-making, identify opportunities for efficiency, and drive uniformity, all through an equitable focus.
- Partner with Information Services and Finance colleagues to build out the Tyler Munis HR modules and the NEOGOV Onboard program.
- Foster a welcoming and inclusive organizational culture. Invest in our employees and create opportunities for employee engagement, growth, and development, focusing on programs that support retention, build and promote future leaders, and empower employees.
- Prepare for the June 2025 Oregon Schools Employees Association contract renewal. Lead positive and productive labor negotiations for a mutually beneficial outcome.
- Actively champion and support ongoing efforts to live our values of advancing social and racial equity. Collaborate with colleagues and lead human resources initiatives to ensure THPRD continues to reflect our community in our staff, volunteers, and programs.

The Successful Candidate

With a solid foundation in human resources administration, the Human Resources Director quickly understands the mission, vision, and values of Tualatin Hills Park & Recreation District and easily sees how integral the human resources team is in achieving organizational goals. As a visionary leader, the Director brings a fresh yet experienced voice and perspective to human resources initiatives. With a holistic perspective, they can envision the future of human resources and are excited to lead the Department through change and transformation. The Director embraces operational excellence, sets forward-thinking goals, and embraces the opportunity to help shape and influence the evolving organizational culture.

The Human Resources Director aligns with the District's five practices of exemplary leadership, including modeling the way, inspiring a shared vision, challenging the process, enabling others to act, and encouraging the heart. They routinely assess and evaluate human resources programs for continuous improvement and have a reputation for implementing process and system improvements that result in greater efficiencies, enhanced capacities, and improved service delivery. The Director is thoughtful in determining why, how, and when to drive change while setting performance goals, engaging staff, and shaping the culture of the entire department.

The Director monitors human resources best practices and collaborates to identify alternative solutions in support of organizational goals and initiatives. They provide direction and set standards for excellence in internal and external customer service while effectively balancing compliance and regulatory guidelines. With a background in organizational development, the Director is committed to developing the workforce and increasing the capacity of staff. The Human Resources Director understands and appreciates public service and works to create a safe, healthy, and supportive workplace culture.

The successful candidate proactively develops relationships and partnerships throughout the District, building a deep understanding of the human resources needs of the organization. A person of exceptional character, the Human Resources Director offers confidence grounded in experience and makes balanced decisions for the best possible outcome. They effectively build and maintain relationships with leaders across the organization and support collaborative partnerships between human resources staff and employees in other departments. The Human Resources Director is a highly successful communicator who values transparency and effectively navigates crucial conversations while allowing for the appropriate discretion necessary as a human resource professional. They actively work to ensure consistent, routine communications throughout the organization.

With strong emotional intelligence, the Human Resources Director is a highly effective leader known for building high-performing teams. The successful candidate fosters a climate of trust and accountability, continuously encouraging staff to be efficient and effective partners. The Director believes in building the internal capacity of their team and sets clear expectations and goals for performance with empathy and compassion. They collaborate with their team to develop and implement the Department's strategic work plans while actively seeking input and involving staff in decision-making through active listening.



All Tualatin Hills Park & Recreation District employees have the responsibility to:

- Foster a culture of trust and respect.
- Actively promote, model, and support diversity, equity, inclusion, and access in the workplace.
- Build and maintain positive working relationships and contribute to a positive team atmosphere.
- Engage in continuous improvement.
- Incorporate principles of environmental and financial sustainability to ensure the provision of efficient, safe, and cost-effective services.
- Practice safe work habits and contribute to the safety of self, coworkers, and the general public.
- Provide excellent customer service by engaging with, representing THRPD to, and assisting program participants, the public, partner and other external agencies, and District staff in a professional and courteous manner.

Qualifications

A minimum of seven (7) years of increasingly responsible experience in a full-service human resources department, including a minimum of three (3) years of experience managing employees and projects, is required. Experience working in the public sector in a union environment is essential. Direct experience working with part-time employees is ideal with prior experience in parks and recreation beneficial. IPMA-SCP, SPHR, or SHRM-SCP certification is preferred.

Any equivalent combination of education, experience, and training that would likely provide the applicant with the required knowledge, skills, and abilities is qualifying. This includes, but is not limited to, an equivalent to a master's degree or equivalent work-life experience in human resources management or related field. A valid Driver's License and a good driving record are required.



Inside Tualatin Hills Park & Recreation District

Tualatin Hills Park & Recreation District (THPRD) is the largest special park district in Oregon, spanning 50 square miles and serving about 270,000 residents in the greater Beaverton area and eastern unincorporated Washington County. The District provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of widely diverse classes; over 120 park sites with active recreational amenities; more than 70 miles of trails; eight swim centers; six recreation centers; hundreds of multi-purpose, baseball, and softball fields; hundreds of indoor and outdoor multi-purpose, basketball, pickleball, and tennis courts; and over 1,300 acres of natural areas.

THPRD was founded in 1955 as a special service district devoted to park and recreation services. The District was built on a shared community vision. Elsie Stuhr, a physical education teacher in Beaverton, inspired her fellow community activists to create THPRD because they saw the need to have a government agency focused exclusively on the community's park and recreation needs. From our humble origins, we have grown from serving 3,000 people to more than 270,000. The adopted general fund budget for 2024-2025 is \$108.6 Million, and there are 210 full-time, 175 part-time benefited, and between 400-800 part-time variable/seasonal employees depending on the time of year.

Mission

The mission of the Tualatin Hills Park & Recreation District is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves.

Vision

We will enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.

While THPRD is dedicated to providing park and recreation services to the community, we are also committed to doing this work by leading with our values which are centered on:

- Leading with Equity with special attention to Racial Equity;
- Environmental Stewardship; and
- Commitment to Community Vision.

At THPRD, we recently adopted an updated Equity and Inclusion Statement to guide our work.

- We acknowledge that all U.S. government agencies have roots stemming from systemic racism and oppression, including THPRD.
- We seek to hold ourselves accountable for our role in perpetuating these systems and are committed to taking action to create meaningful change.
- We aspire to bring people together, to be a welcoming and inclusive park & recreation district, and to live our values of advancing social and racial equity.

Human Resources Department

The Human Resources team works collaboratively with District leadership and employee groups to support and develop the diverse people who provide District programs and services in our community. Reporting to the general manager, the Human Resources department seeks continuous improvement in the areas of full-cycle recruitment and inclusion, classification, total compensation, employee and labor relations, employee development, wellness, risk management, and safety.

All Human Resources activities are conducted in support of the District's mission and core values and are prioritized through an equity lens, with a special emphasis on race. With a budget of \$3.6 Million, the team is led by the Human Resources Director and is staffed by 15 professional, paraprofessional, and administrative employees who model service and have a passion for people services.



Compensation and Benefits

The full salary range for the Human Resources Director is \$182,306 – \$221,587, with an anticipated hiring range of \$182,000 – \$201,000, and will depend on the qualifications of the successful candidate. Total compensation also includes an exceptional benefits package, including medical and dental care, generous paid time off, and meaningful work. THPRD offers a hybrid pension plan (not PERS) that provides for both a defined benefit pension plan at age 65 of 1.5% paid by the employer and a defined contribution plan funded by a mandatory 6% employee contribution in which employees are immediately vested. Full benefit details can be viewed [here](#).



How to Apply

We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the District's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the District's diverse population.

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications beginning **July 22, 2024**.



Questions

For more information or questions regarding the Tualatin Hills Park & Recreation District or the Human Resources Director position, please contact Heather Gantz at hgantz@raftelis.com.