



# CITY OF NORFOLK, VIRGINIA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## ASSISTANT DIRECTOR OF HUMAN RESOURCES



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

The City of Norfolk (pop. 241,727) is a rapidly growing, diverse community located along the mid-Atlantic coast in the naturally beautiful Hampton Roads region. The region is home to over 1.5 million residents and is one of the fastest growing metropolitan areas in the United States.

Established as a port town in 1682, Norfolk lies at the mouths of the James, Elizabeth and Nansemond Rivers and the Chesapeake Bay, and is located adjacent to the cities of Chesapeake, Portsmouth and Virginia Beach. The City encompasses 66 square miles and has miles of lake, river, and bay fronts which are central to the community. The seven-acre Town Point Park, with its outdoor concert amphitheater on the Elizabeth River, provides an ideal locale for festivities and musical events which draw hundreds of thousands of people each year. Other sites for events include Ocean View Beach Park on the Chesapeake Bay, the marina-front Waterside Outdoor Amphitheater, The National Maritime Center, MacArthur Center, the area's premier new shopping mall, and Harbor Park, Norfolk's beautiful and critically acclaimed baseball stadium.

Along with its 29 miles of beaches, rich American history, and maritime and naval heritage, the Norfolk region has many cultural and recreational opportunities to offer residents. In 2005, *Forbes* magazine ranked Norfolk the 8th "Best Places to Do Business and Start Careers" and *Inc. Magazine* ranked the market 13th in the "Top 25 Places to Do Business." Norfolk has also been declared a "cultural center of note" by the *New York Times* and "The South's #1 Big City to Live In" by *Money Magazine*. The City serves as the business, financial, cultural, educational and medical hub of southeastern Virginia and is home to the world's largest Navy base. It's large, deep-water harbor serves as a major gateway between world commerce and the industrial heartland of the United States. Other industries include financial institutions, ship builders and repairers, railroad operations and retail operations. Norfolk has an excellent school system and higher education institutions, including Old Dominion University, Norfolk State University, Eastern Virginia Medical School, Virginia Wesleyan College and Tidewater Community College. With more than 120 distinct, established neighborhoods, Norfolk provides residents with an excellent quality of life and a real sense of community.

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## THE CITY GOVERNMENT

The City of Norfolk has a council-manager form of government, with five City Council members who represent five wards and two members who represent two expansion super wards. The Mayor is elected at large, and the City Manager, appointed by Council, is the administrative head of the municipal government.

The City has 3,941 permanent employees and provides a full range of services including: police protection; fire and paramedical services; public health and social services; planning and zoning management; code enforcement; storm water management; street maintenance; traffic control; parks and cemeteries operations and maintenance; recreation and library services; cultural arts and entertainment; solid waste disposal; general administrative services; water and wastewater utilities; and parking facilities.

## THE DEPARTMENT

The Human Resources Department has 37 employees and an FY2008 operating budget of \$3.9 million. The Department's mission is to foster partnerships to attract, develop, and retain a highly qualified, diverse workforce and create a culture that promotes excellence throughout the organization. The department has a multitude of goals and objectives designed to ensure quality and efficiency in the delivery of services. Programs and services include Administration, Employee Relations, Compensation and Classification, Wage and Salary, Benefits, Training and Organizational Development, Recruitment, Safety, Worker's Compensation and Wellness.



Through its use of technology, alignment of its human resources systems, and the development of the human resources staff, the Department received international recognition as a best practice by IPMA in 2006, through its Agency Award for Excellence.



## THE POSITION

The Assistant Director reports to the Director of Human Resources and works collaboratively with the Director, Human Resources Manager, Team Leaders, and staff within all areas of human resource management. The Assistant Director also works in a collaborative relationship with the City's other Department Directors, Assistant Directors and the Assistant City Managers to identify human resource challenges and solutions, as well as identify and manage resources to implement the solutions.

The Assistant Director provides management of daily operations, but also works on special projects designed to develop new programs and improve the effectiveness and efficiency of ongoing programs. The selected candidate will be responsible for offering new ideas and leading teams in implementing those ideas to enhance the strategic and operational performance of the city departments. Additional responsibilities include:

- Providing departmental and city-wide leadership by supporting the implementation of the Department's strategic initiatives; serving as project manager on key task forces for program and process improvement; and, evaluating and encouraging citywide and regional workforce development activities.
- Providing leadership of human resources information systems, human resources technology, and human resources management support services to ensure outstanding customer and team support, efficiency in processes, accuracy of information, and alignment of key goals and activities with department and city priorities.
- Recommending best practice approaches for various human resource program areas.
- Providing sound management of daily operations; using tools and performance measures to track progress of goals and objectives; assisting the Director in designing and developing the budget for final approval; and, monitoring budget expenditures and identifying and analyzing trends for decision making.

Candidate must have excellent communication and interpersonal skills, including cultural sensitivity, as well as creative and flexible problem-solving skills.

## IDEAL CANDIDATE

The City is seeking a dynamic, motivated Assistant Director with a broad generalist human resources management background including experience in employee relations, recruitment, training and development, classification and compensation and benefits. A creative, innovative leader with new ideas, initiative and the ability to lead project teams, motivate staff, and promote customer service is needed. Candidate must have excellent communication and interpersonal skills, including cultural sensitivity, as well as creative and flexible problem-solving skills. Seven years experience in HR management is required, four of which should be supervisory, with public sector experience preferred. A Bachelor's degree in Human Resources

Administration, Public or Business

Administration or a closely related field is required, with a Master's preferred.

Selected candidate must establish residency in Norfolk within six months of appointment.

## THE COMPENSATION

The salary range for the Assistant Director of Human Resources position is \$64,206-\$113,002 annually. Initial salary placement is dependent upon the selected candidate's experience and qualifications.

The City provides benefits that include:

- Pension Plan: Vested employees earn an annual retirement benefit

equal to 1.75% of annual salary (average three highest years) times the number of creditable years of employment.

- Leave Programs: Annual leave increases with the length of service to the City. Employees earn from 1 - 1 2/3 days of annual leave monthly depending upon length of service. Employees earn sick leave at a rate equal to one working day per month. Unused sick leave is converted to pension credit at retirement.
- Medical Coverage: Two Point of Service (POS) health care plans are available — managed care (in network service) and indemnity insurance (out of network service). City pays approximately 90% of single coverage and 65% of family coverage.
- Dental Coverage: Three options are offered — a Dental HMO and two Preferred Provider Organizations plans.
- Long Term Disability Plan: Pays up to 66 2/3% of employee's salary 90 days after injury or illness.
- Deferred Compensation (IRC 457): Annual contributions up to \$15,000 may be invested in a wide range of investment vehicles.
- Holidays: Ten and a half holidays and two floating holidays.
- Life Insurance: The City provides life and accidental death and dismemberment insurance at two times employee's salary. Additional individual and family coverage is available.
- Tuition Reimbursement: Up to 100% of approved courses up to the maximum of \$1,642 per year for undergraduate courses and \$2,342 per year for graduate courses.
- Reimbursement Accounts: Employees select up to \$4,000 for reimbursement of qualified health care expenditures and/or \$5,000 for reimbursement of qualified dependent care expenditures.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online. For questions, contact **Ms. Renee Narloch**, Bob Murray & Associates, 1677 Eureka Road, Suite 202, Roseville, CA 95661 at (916) 784-9080.

### **Filing Deadline: Open Until Filled**

Following the closing date, resumes will be screened according to the qualifications as outlined. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Norfolk. Candidates will be advised of the status of the recruitment following selection of the Assistant Director of Human Resources. If you have any questions, please feel free to call Bob Murray or Renee Narloch at:

(916) 784-9080.

