

MGT



**DIRECTOR OF HUMAN
RESOURCES
WESTMINSTER, MARYLAND**

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THE COMMUNITY

Founded in 1764 and incorporated in 1818, Westminster is a historic, picturesque community conveniently located near the capitals of both Maryland and Pennsylvania, and Washington, D.C. The City is 35 miles northwest of Baltimore, 60 miles south of Harrisburg, and 56 miles north of Washington D.C. Westminster serves as the county seat and is located in the center of Carroll County.

Westminster is known for having the longest continuously running Memorial Day Parade dating back to 1868, the first location in the country to offer free rural postal delivery service, and as the birthplace of R. Sargent Shriver, Jr., the first director of the Peace Corps.

Today, at an estimated 2023 population of 20,703, Westminster maintains a small-town appeal and high quality of life and has been recognized for its livability and family-friendliness. The City is home to McDaniel College founded in 1867. Its five top employers are the Carroll County Public Schools, McDaniel College, Carroll County, Carroll Lutheran Village, and General Dynamics Robotic Systems.

Westminster is the proud host of a variety of events throughout the year including Miracle on Main Street, Fallfest, Flower and Jazz Festival, Beer and BBQ Fest, and Art in the Park, as well as several themed strolls along Main Street. It is known for its art-related businesses and has many artists living in the community.



• **Parks and recreational facilities include:**

- **Family Fitness Center** and Longwell Center are housed in the historic Armory along with the Recreation and Parks administrative offices. This is a full-service health and wellness center for all ages.
- **Parks** - The city has 14 parks totaling 50 square miles. Nine parks have play equipment for Pre- K and school-age children. Other park resources include four multi-purpose fields, four basketball courts, seven tennis courts, climbing boulders, six pavilions, two plazas, and a skate park. [Facilities • Westminster City Park Playground & Fields](#)
- **Pool** - The Westminster Municipal Pool boasts a main pool with a water slide, a lap/learning pool, splash pad and lagoon as well as a newly renovated community room available for rent. The pool facilities are open 7 days per week Memorial Day through Labor Day when Carroll County Public Schools are not in session.
- **Trail** - The city has a walking trail about two miles long that runs from Uniontown Road to Long Valley Road. [Facilities • Wakefield Valley Community Trail](#)

• **Education, Arts and History:**

- **McDaniel College** – a private, liberal arts and sciences institution founded in 1867, is located in Westminster, and has more than 3,000 undergraduate and graduate students.
- The City is also home to the [Carroll County Arts Council](#) and the [Historical Society of Carroll County](#).
- The [Carroll County Public School System](#) consistently ranks as one of the best in Maryland.

WESTMINSTER'S VISION STATEMENT

Westminster is a safe, healthy, and engaged community where new ideas and sustainable innovation enhance the community's quality of life and create economic opportunity for today's residents and for future generations.

A snapshot of the [Westminster demographics and amenities:](#)

Land area – **6.74533** square miles or **4,315.904** acres¹

Population – **20,703**, estimated, Oct, 2024³

Housing Units – **8,1222**

Owner Occupied – **4,386** (54%)³

Renter Occupied – **3,736** (46%)³

Households – **7,676**³

Average Household Size – **2.3**²

Median Home Value – **\$433,317**²

Average Home Value – **\$444,648**²

Median Household Income – **\$71,286**²

Average Household Income – **\$93,525**²

Sources:

¹ City of Westminster GIS data

² U.S Census Bureau

³ Carroll County Bureau of Permits and Inspections





CITY GOVERNMENT

According to the City's [Charter](#) the executive branch consists of a Mayor and five members of the Common Council all elected to four-year staggered terms. In 2006, the Mayor and Council established the position of City Administrator. The City Administrator serves as the City's Chief Administrative Officer and has general supervision over all department directors of the City. The City Administrator implements the policies and priorities of the Mayor and Common Council while managing the day-to-day operations of the entire City government.

Westminster is a full-service municipality including public safety, public works, recreation and parks, water, sewer and data-fiber utilities, community development and planning, housing, HR, IT, finance and administrative services. The City has a total workforce of approximately 250 employees including full-time, part-time and seasonal employees. The department directors are hired by the Common Council, relying on the City Administrator's recommendations.

POSITION SUMMARY

The Human Resources Department consists of the Director and three employees who provide support to city administration, supervisors and employees by developing and maintaining personnel and risk management policies and programs. The department is committed to efficient service, employee health and safety, fair and equitable employment practices, and equal employment opportunities.

The Director of Human Resources is a key member of the City's management team and exercises significant independent judgment and initiative in a variety of complex Human Resources (HR) and risk management functions. These functions include:

- Recruitment and screening of personnel
- Employee benefits
- Compensation and classification of positions
- Performance evaluation
- Employee records management
- Policy development and communication
- Training
- Wellness programs
- Employee safety
- Worker's compensation
- Risk management programs
- OSHA and DOT mandated programs

OPPORTUNITIES AND EXPECTATIONS

With full support from the City Administrator and management team, the Human Resources Director position presents an exciting opportunity to build and shape the HR department, introducing fresh new ideas and solutions in areas such as:

Formalizing a process of assessing employee goals and objectives, which will create a pathway for employees to grow and advance within the organization.

Developing a City-wide retention plan which will help address turnover challenges within City departments that have tough to fill positions.

Providing a fresh new look at processes, policies, and approaches to the department's delivery of its services. A particular area of attention is an update to the City's personnel policies and employee handbook as well as the City's safety and risk management program.

In partnership with the City Administrator, the Director will play a significant role in assessing the City's position classification and compensation policies.

Identifying and cultivating internal and external partnerships by proactively developing contacts and relationships with key stakeholders. External partnerships include surrounding municipalities, the Maryland State Retirement and Pension System, and other state agencies, as well as HR-related vendors such as insurance brokers, healthcare carriers and other employee benefit providers.

The HR Director will be a self-motivated leader with both the ability to be strategic as well as the ability and desire to actively participate in the day-to-day operations of the HR department.



CANDIDATE QUALIFICATION CRITERIA

EDUCATION AND EXPERIENCE

- A bachelor's degree in Human Resources Management or a related field;
- Six (6) years of progressively responsible human resource-related experience; or any equivalent combination of education, training and related experience;
- SPHR and/or SHRM-SCP Certification strongly preferred
- Knowledge of risk management, employment law, and budget development and oversight; and
- Supervisory experience.



MANAGEMENT STYLE/PERSONAL TRAITS

- Be an ethical, confidential, and experienced professional with a deep understanding of human resources practices;
- Be experienced as a senior leader with a proven track record of developing high-performing, successful teams;
- Possess an inclusive managerial style and the desire to work collaboratively in the delivery of City services
- Demonstrate strong relationship-building skills and a problem solving/solutions-oriented approach;
- Communicate clearly, concisely and persuasively to influence both leaders and peers to drive optimal outcomes;
- Demonstrate high agility in embracing new and innovative ideas;
- Have a passion for public service and the ability to act as a representative of the City to the public.



COMPENSATION AND BENEFITS

The expected hiring range for the position is \$105,000 – \$124,000 DOQ. The City provides a comprehensive benefits package.

HOW TO APPLY

Interested candidates should apply online at www.GovHRJobs.com by Monday, December 9, 2024 with resume, cover letter and contact information for five work-related references to the attention of Rachel Glisper, MGT Approved Independent Executive Recruiter, Tel: 339-222-6963.

The City of Westminster is an affirmative action/equal opportunity employer who is actively seeking a diverse applicant pool and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

