



GALLATIN COUNTY,
MONTANA

**CHIEF HUMAN
RESOURCES OFFICER**

MGT



Gallatin County, Montana



CHIEF HUMAN RESOURCES OFFICER (CHRO)

MGT is pleased to partner with Gallatin County, MT to recruit a Chief Human Resources Officer (CHRO). The new CHRO will be both a technical and strategic leader, adept at handling the needs of the department as well as being a dedicated advocate for change who will help evolve the department into a trusted resource for leaders seeking expert HR guidance, advice, and collaborative solutions – someone who is committed to realizing our goal of the county becoming an employer of choice! The County has an operating budget of approximately \$160M and 650 employees.

CLIMATE

Bozeman's average yearly temperature is 56 degrees, and the average growing season is 107 days. Located at an elevation of 4,793', the average mean snowfall is 73.1 inches and the average temperature in January is 13 degrees. The mean temperature in August is 81 degrees.



ABOUT GALLATIN COUNTY

Located in a sweeping valley in the heart of the Rocky Mountains, Gallatin County is the most populated and fastest growing county in scenic southwest Montana. The County Seat, Bozeman, encompasses over 50,000 people yet has a small-town feel. Located in a breathtaking Rocky Mountain setting, it is close to world-class downhill skiing, blue ribbon trout streams, Yellowstone National Park, and a multitude of other outdoor activities in the pristine nearby wilderness areas.

Gallatin County covers over 2,500 square miles of mountain lands varying from river valleys to snow-capped peaks and open ranch lands. Nearly half of all the land in Gallatin County is under public ownership by the Gallatin National Forest, the State of Montana, Bureau of Land Management or the National Park Service.

The County is large and diverse, featuring everything from the spectacular scenery of Yellowstone National Park (United States' first National Park) to bucolic farmland, and a growing economy of high-tech industries. Skiers, outdoor enthusiasts, wildlife watchers, families, business owners, vacationers, ranchers, retirees, students, and many others have grown to love Gallatin County's boundless opportunities. Not only is our county an outdoor and nature paradise, but also offers a vibrant community life with rich cultural and arts scenes, diverse dining and shopping options, educational opportunities, health and wellness facilities, and numerous community events and volunteer opportunities.



GALLATIN COUNTY OPERATIONS STRATEGIC PLAN: 2024 – 2029

VISION

Gallatin County supports communities through efficient operations, reliable infrastructure and delivering effective public services.

MISSION

Our mission is to deliver responsive community-focused services with commitment to employee satisfaction and sound financial management.

VALUES

- **Commitment to service.** Meeting the needs of our constituents in a positive and respectful manner.
- **Teamwork.** Leveraging and expanding our ability to provide services through internal and external collaborations.
- **Mutual Respect.** Being open-minded and willing to incorporate alternative opinions to build dynamic solutions.
- **Innovative Problem Solving.** Thinking creatively to take advantage of opportunities, overcome constraints, and anticipate and address long-term needs.
- **Effectiveness.** Willingness to continually reflect upon and improve the way we do business.
- **Responsibility.** Being accountable and fulfilling obligations in an open and transparent manner.

PRIORITIES, STRATEGIES & GOALS

To achieve our long-term plan, strategies have been determined by each of the following Priorities:

1. Building a strong county employee team
2. Creating excellence through county operations
3. Using our resources to deliver priority services to our community
4. Leveraging resources and efficacy through strong partnerships



ACHIEVING OUR LONG-TERM GOALS BY 2029: A ROADMAP TO SUCCESS AND ACCOUNTABILITY

Our success will be evident when:

- Our employees feel appreciated and fulfilled thanks to competitive salaries and benefits, a supportive and safe workplace culture, and a dedication to open and honest communication.
- Our commitment to staff's success by promoting teamwork and offering educational, training, and mentoring opportunities is embraced by leaders and team members alike.
- Established internal systems are in place to ensure consistency and succession by regularly documenting and updating our operations, policies, and procedures.
- Our budgeting process is transparent, supported by robust financial management system(s).
- Utilization of up-to-date technology, software, and skills are maintaining an effective and secure operation.
- We have fostered community development and addressed local needs through strategic long-term planning and the provision of essential services.
- Strong communication channels are in place as are trust-based partnerships with municipalities, partners, and elected officials across the County.

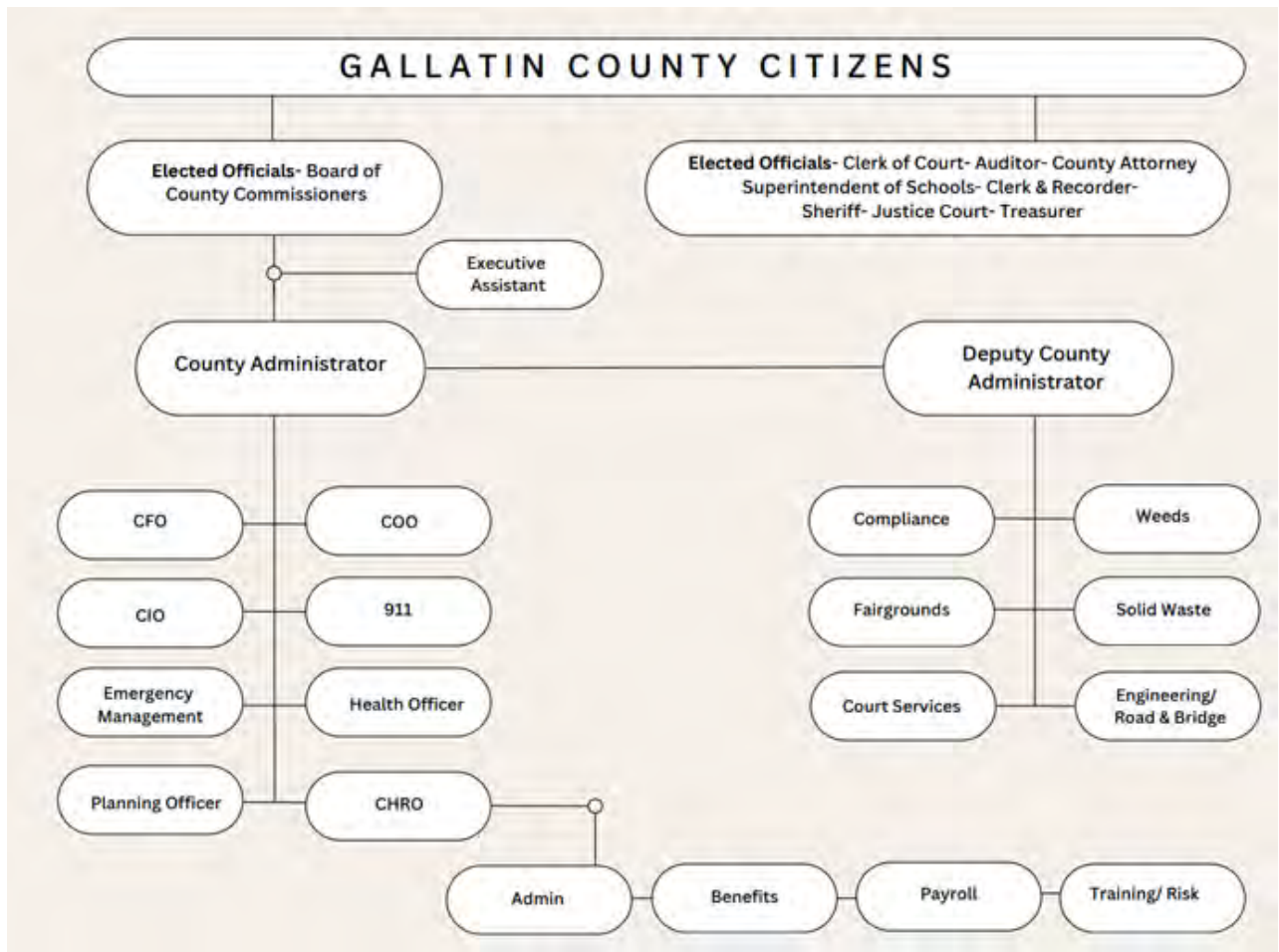
THE GOVERNMENT

Under general powers granted by the state constitution and statutes, Gallatin County operates under a commission form of government. Three County Commissioners are elected for 6 year, staggered, terms to serve as both the legislative and executive body of the County.

Key Features include:

- Elected Officials: In addition to the Commissioners, various other officials are elected, including the County Sheriff, Clerk and Recorder, Treasurer, County Attorney, Superintendent of Schools, Clerk of District Court, Auditor, and Justice of the Peace (2).
- County Administrator: The County Administrator is responsible for overseeing the day-to-day operations of the county government, ensuring that all departments function effectively and efficiently. The role includes overseeing 18 departments and preparing and managing the county budget to ensure that resources are allocated to meet the needs of the community.
- Administrative Departments: The county has several departments that handle specific functions, such as public health, road maintenance, and planning and zoning, all of which report to the County Administrator directly or through the Deputy County Administrator.

CURRENT COUNTY ORGANIZATION CHART





WHY GALLATIN COUNTY?

Gallatin offers a unique opportunity to be part of a vibrant community while making a meaningful impact. Here are several compelling reasons to consider joining the team at Gallatin County:

1. Competitive Compensation and Benefits

Gallatin County provides competitive pay along with an excellent benefits package. Employees enjoy comprehensive health insurance, including dental and vision coverage, with 100% of premiums covered for full-time employees; dependents can be covered at extremely reasonable rates. Additionally, County employees participate in a mandatory retirement plan through the Montana Public Employee Retirement System and can choose between a defined benefit or defined contribution plan. The county also offers voluntary 457(b) retirement plans, paid parental leave, and generous vacation and sick leave policies.

2. Commitment to Employee Development

The county is dedicated to the professional growth of its employees. With opportunities for tuition assistance and ongoing training programs, Gallatin County supports your career advancement and personal development, ensuring you have the tools you need to succeed.

3. Meaningful Work

Working for Gallatin County means contributing to the well-being of the community. Employees play a vital role in delivering essential services that enhance the quality of life for residents and visitors alike. Whether it's through administrative services, public safety, health services, or community planning, your work will have a direct impact on the community.

4. Collaborative Environment

The county fosters a team-oriented culture where collaboration and communication are valued. You'll work alongside dedicated professionals who are passionate about their roles and committed to serving the community.

5. Beautiful Location

Gallatin County is situated in a stunning part of Montana, offering breathtaking landscapes and a wealth of outdoor recreational activities. From hiking and skiing to fishing and camping, you'll have plenty of opportunities to enjoy the natural beauty of the area.

6. Strong Community Values

Gallatin County prides itself on being an equal opportunity employer, promoting diversity and inclusion within the workplace. This commitment ensures a welcoming environment for all employees, fostering a sense of belonging and respect.

In summary, a career with Gallatin County not only provides stability, excellent benefits and a work/life balance but also allows you to engage in meaningful work within a supportive community. If you're looking for a place where you can grow professionally while making a difference, Gallatin County is an excellent choice!

THE DEPARTMENT

The human resources department has an operating budget of approximately \$631,000 and a team of five that supports 650 employees and four collective bargaining units. The department is essential in managing a self-funded health insurance program and risk management. They are also responsible for developing and administering best practice recruiting, retention and training programs and ensuring the County's human resources system – including compensation and benefit plans, collective bargaining agreements, and county policies – effectively support all team members in a dynamic and high performing environment.

THE POSITION

This key leader will collaborate with county leaders and the HR team to assess departmental needs and implement key programs, including training, to equip staff for their roles and support their professional development.

To succeed, the CHRO must stay updated on national policies and trends affecting the organization, balancing departmental interests and adjusting priorities to meet evolving demands while focusing on long-term strategic goals. Prioritizing continuous improvement and service efficiency is crucial, along with implementing safeguards to uphold organizational integrity and ensure accountability for rules and responsibilities while consistently enforcing policies and procedures.

The role requires extensive knowledge of compliance issues, including federal, state, and local employment laws, as well as proficiency in organizational development, employee relations, diversity, HR planning, compensation and benefits, payroll, labor relations, training, occupational health and safety, HRIS, dispute resolution, and ADA compliance.



THE SUCCESSFUL CANDIDATE WILL BE:

- Strong in employee relations, leadership coaching/development, organizational structure and job design, drafting policies, and capable of making clear and convincing oral presentations to individuals or groups.
- An active listener who can clarify information as needed, facilitate an open exchange of ideas, and foster an atmosphere of open communication.
- Committed to continuous improvement of services and ensure that effective controls are developed and maintained to uphold the integrity of the organization by holding themselves and others accountable for rules and responsibilities and consistently applying policies, practices and procedures.
- Dedicated to the ongoing enhancement of services by ensuring service standards are established, maintained and periodically updated.
- Consistently good at exercising sound judgment by making effective, and timely decisions.
- Fair and equitable in all interactions and demonstrate a personal sense of responsibility and commitment to public service.
- Capable of instilling mutual trust and confidence and creating a culture that fosters high standards of ethics and accountability.



MINIMUM QUALIFICATIONS

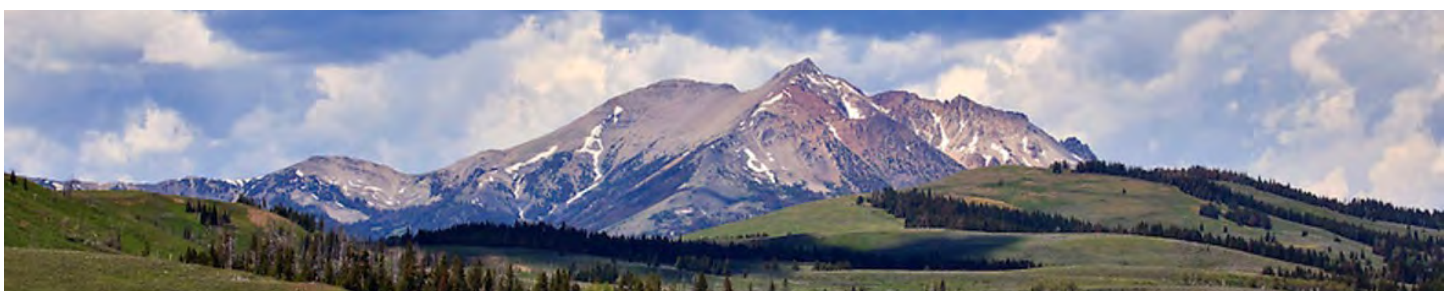
- Bachelor's degree in human resources or related field. A master's degree is preferred.
- A minimum of six (6) years of progressively responsible Human Resources experience in a complex environment.
- A related master's degree may be considered with a minimum of 4 years of experience.
- Demonstrated commitment to staying current in human resources best practices, as evidenced by ongoing education, relevant certifications, and professional development activities.

PRIORITIES AND OPPORTUNITIES

- This is a genuine chance to grow a highly efficient department and foster a robust high performance management culture throughout the county. The county commission is fully committed to supporting the necessary changes to make this vision a reality.
- Take on the role of the County change champion and nurture the HR team to become the primary resource for addressing HR-related challenges faced by county leaders. Implement cross-training and job enrichment initiatives to enhance skill development, boost team morale, and improve overall marketability.
- The County seeks a best practice leader to position itself at the forefront of innovative ideas and programs especially in the following areas:
 - Strategically evaluating employee benefit and wellness offerings and initiatives. (The County is already in the process of developing an employee clinic to provide complimentary services.) There is strong support for developing innovative and engaging approaches to both health and welfare benefits, along with voluntary options that will not necessitate undue burden on employees by increased cost.
 - The County currently self-insures its benefits and is interested in exploring additional areas, such as risk management, where transitioning to self-insurance could be advantageous.
- Unlike roles in corporate America or other businesses, this position offers the chance to engage with a diverse array of departments, each with its own unique structure and challenges, including public safety, zoning, health, engineering, and extensive community involvement.
- No one is expected to have all the answers! In Gallatin, you'll have the chance to collaborate with an executive leadership team that includes County Administrators, Attorneys, and department leaders who value both hard work and having fun. Bring your human resources expertise, and you'll find plenty of support and opportunities for support and brainstorming.

MANAGEMENT STYLE AND PROFESSIONAL CHARACTERISTICS

- **Servant leader philosophy** – Intuitively believes that leaders prioritize and place their team and organization above their own objectives. One who is self-effacing and not driven by personal agenda.
- **Open, honest, inquisitive, and transparent** – Possesses a high level of emotional intelligence with the ability to effectively engage others with diverse personalities in a tactful, mature, calming, and flexible manner to build trust, transparency, and productive relationships. Open to new ideas and creative problem-solving in any given situation.
- **Inspirational leader** – One who can motivate and lead others to achieve their goals and cultivate and maintain collaborative relationships, promote teamwork and cooperation within the organization and with external partners, and foster a sense of commitment, pride, and trust.
- **Instinctive Mentoring skills** – A natural at developing leadership potential in others through coaching, mentoring, recognition, and guidance.
- **Lifelong Learner** – Innate ability to self-reflect and recognize that no one has a master level of knowledge on every topic and be ready and able to identify areas in need of personal development. Be proactive in reaching out to others for help and researching and learning to move a perceived weakness to a strength.
- **Professional demeanor** – Exhibits confidence and professional diplomacy while effectively relating to people at all levels with a clear understanding of what it means to be politically savvy, without being political.
- **Skilled in identifying and implementing best practice solutions** – Expert at anticipating needs and proposing evidence-based or potentially unique and creative solution(s) to new or ongoing operational issues.
- **Exceptional communicator** – Excellent in all verbal and written communications with well-honed active listening skills. One who can vary personal style depending upon the audience to connect with staff where they are in their career and life journey and has a strong desire to serve many and keep all constituencies uniformly updated, informed and abreast of important facts and information.
- **Proactive, solution and results oriented** – One who can partner with stakeholders to achieve goals.
- **Departmental leader, manager, and mentor** – Able to inspire, partner with the team to identify and implement a clear vision for the department. Build relationships with the team to help drive buy-in and jointly identify ways to improve service delivery over time. A leader who is approachable, interactive, and visible in working alongside the HR team to improve morale and heighten the department as a welcoming professional resource partner.
- **Comfortable working in a fast-paced environment** – Addresses and resolves new and recurring issues on multiple high-level projects running concurrently and who is nimble in changing course or direction when the need arises.
- **Welcoming and inclusive** – One who is affable, flexible, resilient, patient, positive and has an excellent sense of humor.
- **Strong supervisory and team orientation** – with demonstrable experience in leading through staff, assigning projects with timelines, clear expectations, and accountability for effective implementation.



OTHER IMPORTANT INFORMATION

The hiring range for this position is up to \$165,500 DOQ.

Employees enjoy comprehensive health and wellness benefits, and the county encourages a healthy work / life balance by offering paid holiday, vacation, sick leave plans. Program details can be found on the Gallatin County Benefits Summary. (The summary is not yet available for 2025, but there have been no changes from 2024 summary.

The [Montana Public Employee Retirement Administration \(MPERA\) / PERS](#) administers saving for retirement programs and employees have the choice between a defined benefit (DB) or defined contribution plan (DC) retirement plan.

The posting deadline date is Thursday, January 30, 2025. Qualified candidates are encouraged to apply online at [GovHRJobs.com](#) with resume, cover letter, and contact information for five supervisory and/or professional references. For more information or confidential questions, please feel free to contact Joan Walko, Senior Consultant at (410) 499-9586.

EQUAL OPPORTUNITY EMPLOYER

Gallatin County does not discriminate against any applicant based on race, color, religion, creed, political ideas, sex, sexual orientation, gender identity or expression, age, marital status, national origin, physical or mental disability, or any other protected class status in violation of any applicable law.

