



Exciting opportunity to join a high performing team as the

# Director of Human Resources

Prescott Valley, Arizona



# The Town of Prescott Valley - The Cooler Side of Arizona

The Town of Prescott Valley, located in beautiful North Central Arizona, seeks a dynamic, people-oriented Director of Human Resources with proven administrative, fiscal and public service experience. This opportunity is available due to the scheduled retirement of the current director after 11 years of service.

At an elevation of 5,100 feet, Prescott Valley enjoys a mild climate year-round with four distinct seasons. As one of the fastest growing communities in Northern Arizona, Prescott Valley, with nearly 50,000 residents, is the largest community in Yavapai County. Neighboring communities boast a quad-city population of more than 150,000, providing the culture and amenities of a larger metropolitan area.

Our team is made up of professionals who are dedicated, innovative, and excited to serve our residents, businesses, and visitors. Our team takes pride in making Prescott Valley an attractive and exciting place to live, work, and play. If you have a passion to serve others, are collaborative in nature, and believe in building a better tomorrow for the community in which you live, we encourage you to consider joining our team!

## THE POSITION

Reporting to the Town Manager, the Director oversees the Human Resources department, comprised of five full-time employees, including the HR Manager, Wellness and Benefits Administrator, Recruiter, and Risk Management/Safety Coordinator.

The Director of Human Resources is responsible for administration of the Town's personnel policies and procedures to support more than 277 employees and volunteers located in 12 departments. The Director oversees a \$30 million budget in personnel services and operations, and works in partnership with the Town Manager's team to support a vision and strategic plan that encourages service excellence within a high performing team environment. The Director ensures the organization accomplishes its annual goals and initiatives in outstanding service to its residents.

## THE IDEAL CANDIDATE

Our next Director of Human Resources is an experienced human resource professional and a proactive, solution-oriented leader, with impeccable integrity and the highest ethical standards. They have high emotional intelligence and must instill trust, maintain strict confidentiality, have compassion, and demonstrate empathy.

The successful candidate is technically capable in all respects, including strategic planning and execution, employment law, talent acquisition, employee engagement and retention, relationship management, organizational training and development, total compensation and benefits administration, risk and technology management. The next Director is an effective leader and manager with superior organizational skills and the ability to prioritize in a high-paced and changing work environment.

The preferred candidate has a positive attitude and a commitment to excellent customer service. Understands the complexity of supporting a diverse and full service municipality, while bringing new and progressive tools to create and retain a collaborative, high performing team.

## Minimum Qualifications

A bachelor's degree in public administration, business administration, human resources or closely related field, and 10 years progressively responsible experience in HR, including five years of senior HR management experience required, preferably in a municipal government environment. Master's degree or additional senior professional certification (SHRM-SCP) preferred.

Exceptional communication and presentation skills. Strong computer and technical skills to function within a sophisticated Human Resources Information System (HRIS) operation.

Possession of a valid driver's license. Must have the ability to successfully pass an extensive background investigation and pre-employment drug screening.



Prescott Valley is a dynamic, growing community nestled between the Mingus and Bradshaw Mountain Ranges in beautiful northern Arizona. The Town operates under a Council/Manager type of government, and has 277 employees and more than 200 volunteers.

The Town encompasses 38.6 square miles in the heart of Yavapai County. Its location in North Central Arizona offers easy access to the mountains in the north and the recreational opportunities offered by abundant winter snow. To the south lies the Phoenix metropolitan region, offering all of the cultural activities and amenities of its large cities.

Founded in 1966 and incorporated in 1978, Prescott Valley is a young community with rich natural beauty and a wealth of outdoor recreation. Three national forests (Prescott, Coconino, and Tonto) are nearby, and the South Rim of the Grand Canyon is a short two-hour drive away. The Prescott Valley lifestyle is for someone who enjoys the outdoors and the excitement of a growing, evolving community with endless opportunities.

The town offers more than 300 acres of recreational areas and open space, including 29 parks, an outdoor aquatic center, and 20 multipurpose athletic fields. The town is in the process of expanding its recreational amenities to include more youth focused activities and mountain biking and hiking trails.

Prescott Valley offers a variety of shopping options, and its inviting central business district commands several blocks. The town's downtown area is anchored by a 5,100-seat event center that hosts a variety of exciting concerts and events. The town is served by Prescott Regional Airport, and Phoenix Sky Harbor International Airport is within easy driving distance.

The reason we exist is to provide exceptional service delivered in line with our CORE VALUES

- **SERVICE**, we are mindful of and caring for the well-being of individuals and our community
- **INTEGRITY**, we hold ourselves to the highest standards of professionalism. We're responsible, honest, and transparent. We do the right thing.
- **RESPECT**, we treat others with dignity. We genuinely welcome differences in people, cultures, ideas, and experiences for a more inclusive workplace.
- **TEAMWORK**, we honor our commitments and deliver results together. Under any circumstance, we stand up and say, count on me!
- **FUN**, is our energizing force to create and innovate, finding a new way to pioneer public services.





## Compensation & Benefits

The starting salary for this position will be market competitive and commensurate with the knowledge, skills, and experience of the selected candidate.

In addition, benefits provided at no cost to the employee include employee health, dental, and vision coverage, wellness programming, 100k life insurance, short- and long-term disability, and a generous retirement package. The Town is in transition to the Arizona State Retirement program.

Time off benefits include 11 holidays, military leave, bereavement, workers' compensation supplemental pay, bereavement, and personal leave. Paid time off accrues at 160 hours the first year, increasing incrementally to 240 hours annually, with a maximum of 480 hours. Residency within Town limits or adjacent area expected within six months of hire. Relocation assistance is available.

## HOW TO APPLY

Please complete an online application at [www.prescottvalley-az.gov](http://www.prescottvalley-az.gov), with resume and cover letter attached. Applications without the required resume and cover letter will not be considered.

For questions please contact Deputy Town Manager Ryan Judy at [rjudy@prescottvalley-az.gov](mailto:rjudy@prescottvalley-az.gov).

### Search schedule

First Review Date:	June 10, 2022
Preliminary Interviews:	TBD
Finalist Interviews:	TBD

Town Of Prescott Valley  
Town Manager's Office  
7501 E Skoog Blvd  
Prescott Valley, AZ 86314  
(928)759-3100

*APPLY ONLINE with Resume/Cover Letter at:*  
[www.prescottvalley-az.gov](http://www.prescottvalley-az.gov)