



## City of Centerville Employment Opportunity Human Resources Director

The City of Centerville, Ohio, a “warm & cheerful” community with a population of approximately 24,000 located eight miles southeast of Dayton in Montgomery County is seeking qualified candidates for the full-time position of Human Resources Director. The Centerville community boasts bustling business centers, nationally recognized public and private schools, hundreds of recreational and athletic programs, miles of hiking/biking trails, nearly 50 parks, The Golf Club at Yankee Trace renowned municipal golf course, beautiful Victorian Homestead Benham’s Grove, nationally accredited Police and Fire departments, fine dining, upscale shopping and charming historic downtown business district. The City of Centerville is a council-manager form of government dedicated to delivering exceptional services through thoughtful governance to ensure progress and stability.

### Position Summary:

City-wide staffing includes approximately 125 full-time, 75 part-time, and numerous other seasonal employees equating to approximately 160 FTE’s. There are two law enforcement collective bargaining units. The position supervises one full-time human resources analyst. Responsibilities include, but are not limited to, recruitment and selection; compensation and benefits administration; compliance with federal and state personnel-related laws and regulations; development and implementation of personnel policies; effective evaluation systems; labor and employee relations; risk management programs; training and professional development; advisory to all staff as subject matter expert. Detailed position description available.

### Required Qualifications:

Bachelor’s degree in human resources management, business administration, public administration, or a related field; excellent interpersonal skills; minimum of five years experience of progressively responsible nature in human resources management or related field, preferably as a human resources generalist in the public sector; or any combination of education and experience which provides the necessary knowledge, skills, and abilities to be successful in the position. Master’s degree and SPHR/PHR certification preferred.

The pay range is \$75,608—\$111,191 depending on qualifications, plus an excellent benefits package.

### Application Process:

Submit a cover letter and resume by Friday, July 10, 2020 to City of Centerville Human Resources Department, 100 West Spring Valley Road, Centerville, OH 45458 or [personnel@centervilleohio.gov](mailto:personnel@centervilleohio.gov). Applications may be obtained in person or online at [www.centervilleohio.gov](http://www.centervilleohio.gov) under Human Resources.

**Equal Opportunity Employer**

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