



**HUMAN RESOURCES
DIRECTOR**
City of **Lewisville, Texas**

Recruitment Services Provided By



The Opportunity

The City of Lewisville is offering an excellent leadership opportunity for an experienced executive to serve as the **Human Resources Director** where he/she will lead a team of dedicated professionals who are committed to providing a safe, supportive, and innovative work environment for city employees as they provide exemplary service to the community.





About Lewisville, Texas

Lewisville is a dynamic lakeside community located 26 miles northwest of downtown Dallas along Stemmons Freeway (Interstate 35E). Lewisville is in southeast Denton County, one of the most prolific growth areas in the nation. The city encompasses approximately 47 square miles and has a population of more than 130,000 residents. State Highway 121 bisects the community and gives Lewisville easy access to Dallas/Ft. Worth International Airport located just 10 minutes south of Lewisville. Due to its excellent location, Lewisville is a thriving economic hub in the Dallas-Fort Worth region with superior access and infrastructure, a low-tax environment, quality workforce, and more. Lewisville boasts a strong and diversified economy with a robust blend of businesses from Fortune 500 companies to innovative startups. Familiar names such as Sysco Foods, Mary Kay, Kellogg's, Active Organics, and FedEx are just a few of the successful companies that call Lewisville home, and together have created a resilient and rewarding corporate community.

Lewisville Lake is a Corps of Engineers reservoir that is immensely popular for water sports and outdoor recreation in the Dallas-Fort Worth area. Surrounded by 9,000 protected acres of nature, Lewisville Lake spans 29,000 acres and has 233 miles of shoreline. With an average depth of 25 feet, Lewisville Lake is large enough to host a multitude of activities such as fishing, water sports, boating, and miles of scenic hike and bike trails.

City Government

The City of Lewisville has a Council-Manager form of government. Municipal leadership is provided by the Mayor and six City Council members buttressed by a professional City Manager. The Mayor, Council, and City Manager work collaboratively to responsibly administer a municipal operating budget of just over \$185 million, including a general fund budget of \$98.1 million, while also providing strategic direction to 875 full-time employees and an additional 150 part-time and seasonal staff—all of whom are dedicated to carrying out the City's mission of enhancing the quality of life for the community and providing effective municipal services. The city's workforce is committed to doing things The Lewisville Way—with an unwavering commitment to valuing people, serving every day, and building the future.

The City of Lewisville is a strategic data-driven organization. In 2014, the City of Lewisville adopted the Lewisville 2025 vision plan, a comprehensive plan that established a vision for what Lewisville should look like on its 100th birthday. The vision plan calls for a community characterized by diversity, connectivity, resource management, and growth. Implementation of the Lewisville 2025 vision plan is an ongoing process with a single goal -- to make Lewisville a place where people choose to live, work, and visit. Provisions of the plan are used regularly by City leadership and staff in budgeting, program development, and public engagement.



The Human Resources Department

The Human Resources Department is an internal services department that provides services and support in the areas of recruitment and selection, benefits administration, payroll administration, risk mitigation/management and safety, employee development, employee relations, and policy administration and consultation.

With a budget of more than \$1.3 million, the Human Resources Department consists of ten staff members:

- Human Resources Director
- Human Resources Manager
- Risk Manager
- Training and Equity Manager
- Human Resources Specialists (2)
- Recruiting & Onboarding Specialist
- Human Resources Technician (3)



The Position

With conceptual direction from the Assistant City Manager, the Human Resources Director develops, implements, manages, and coordinates talent acquisition strategies geared toward attracting and retaining engaged employees for the City of Lewisville. This position serves as a strategic partner with the City's leadership team and general staff to support high performance in the City's 16 operating departments and to achieve organizational goals while mitigating employment-related organizational risk exposures.

The Human Resources Director measures the employee experience by monitoring and evaluating the organization's "pulse"—the current organizational culture—and partners with organizational leaders to develop interventions aimed at addressing engagement/culture issues and concerns.

The Human Resources Director facilitates processes that support The Lewisville Way, which represents the municipal philosophy and core ethos:

The Lewisville Way

Value People

We are stronger together because our relationships and diversity create the foundation for commitment and success.

Serve Every Day

We take pride in serving our community through teamwork, communication, and integrity.

Build Our Future

We create positive change, embrace innovation, and develop our people to grow and thrive.



Challenges & Opportunities

Within the coming 12 months, the next Human Resources Director will:

- Advance internal goals related to justice, equity, diversity, and inclusion to hire and retain the best employees. This will include training for employees and other recommendations received from the Mayor's Commission: Listen, Learn, Lead.
- Evaluate the City's compensation and classification system; update the system to comport with contemporary practices.
- Complete and implement the Request for Proposal (RFP) process for the City of Lewisville's joint employee health clinic.
- Evaluate the City's employee benefit offerings; update to reflect best practices.
- Complete and implement the Request for Proposal process for a comprehensive Human Resources Information System (HRIS).
- Foster deeper interdepartmental partnerships to facilitate staff education on a variety of topics including Workers Compensation.





Ideal Candidate

The City of Lewisville is seeking a high-energy, customer-focused leader with strong collaborative, communication, and strategic-thinking abilities. The ideal candidate will have a big-picture focus, experience with staff development and coaching, and the capacity to assist the City in achieving its vision plan in a manner that exemplifies his/her commitment to The Lewisville Way and its core ethos of Value, Serve, and Build.

The ideal candidate will:

- Encourage collaboration, open communication, and innovation while actively initiating change; anticipating and preparing for future trends; and promoting a progressive and inclusive organizational culture.
- Rely upon outstanding interpersonal skills and abilities to build relationships, guide and influence others, and make thoughtful decisions; create development opportunities for various audiences; possess an unwavering commitment toward advancing diversity, equity, and inclusion within the organization.
- Serve as a collaborative and effective partner with other municipal team leaders in developing goals and strategies that increase the impact of staff across the organization.
- Have an advanced generalist's knowledge of human resources management to include employee and labor relations, employee engagement, recruitment and selection, workers compensation, employee benefits, and risk mitigation and management.
- Have a hands-on leadership style that promotes and encourages creative problem-solving; promote staff development through coaching and mentoring to ensure the team operates at an elevated level of effectiveness and continuity.

Qualifications

Education:

- Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field.
- Master's degree in Human Resources Management, Business Administration or Public Administration is preferred.

Experience:

- Seven (7) years of progressively responsible experience in Human Resources Management with emphasis on recruitment, benefits, compensation, employee relations, training, and risk management.
- Five (5) years of experience at the manager level or higher where people, budget, and other resources are managed.





Compensation & Benefits

The City of Lewisville is offering a competitive compensation and benefits package. **The salary range is \$150,000–170,000** with placement in the range dependent on qualifications and experience. A superior benefits package is offered that includes:

Retirement: Texas Municipal Retirement System in which the 7% employee contribution is supplemented with an employer match at 2 to 1 for a total of 14%.

Deferred Compensation: The City provides a 3.76% match for 457 plan contributions of 4%.

Health and Welfare:

- Medical, Dental, Vision insurance including an Employee Health and Wellness Clinic and a CrossFit facility
- Employer-paid life insurance - Up to four times annual salary with a maximum benefit of \$400K
- Employer-paid accidental death and dismemberment insurance (three times annual salary) and Long-Term Disability

Paid Leave:

- Vacation: 20 days per year
- Sick: 15 days per year
- Holidays: 9 holidays per year

Allowances:

- Automobile Allowance: \$380 per month
- Technology Allowance: \$50 per month

Social Security: The City does not participate in Social Security.

Work Schedule: The City of Lewisville offers a flexible work week schedule of 9-hour days Monday through Thursday and a 4-hour day on Friday. Telecommuting is permitted at the Director's discretion.

Relocation Assistance: The City will pay for reasonable and customary moving expenses for relocation to Texas based on three bids.

The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Jacqueline Seabrooks or Bryan Noblett at 916.550.4100.

Interested candidates may apply online at www.mosaicpublic.com/careers

This recruitment will close once a sufficiently strong pool of candidates has been established. Interested candidates are encouraged to apply immediately.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Lewisville is an Equal Opportunity Employer.

