



CITY OF SELMA, ALABAMA

EXECUTIVE LEADERSHIP OPPORTUNITY

Director of Human Resources & Organizational Development

Member of the Mayor's Executive Leadership Team

Part of the City of Selma Government Modernization Initiative

Department: Human Resources & Organizational Development

Executive Leadership: Serves as a member of the Mayor's Executive Leadership Team and reports directly to the Mayor.

FLSA Status: Exempt

Employment Status: Full-Time

Lead the Future of Selma

The City of Selma is seeking an accomplished, collaborative, and people-centered executive to serve as its next **Director of Human Resources & Organizational Development**.

This is more than a human resources position. It is an opportunity to help build the workforce, culture, and leadership capacity of one of America's most historic communities.

As a member of the Mayor's Executive Leadership Team, the Director will lead the City's efforts to recruit, develop, retain, and support a talented workforce while promoting accountability, professionalism, and organizational excellence throughout City government.

As part of the City's Government Modernization Initiative, Selma is modernizing municipal operations, strengthening leadership, and creating a culture focused on service, innovation, and continuous improvement.

If you are passionate about developing people, building organizations, and making a lasting impact through public service, we encourage you to apply.

Position Summary

The Director of Human Resources & Organizational Development serves as the City's chief human resources executive and provides strategic leadership for all aspects of workforce planning, talent acquisition, employee relations, compensation and classification, benefits administration, policy development, training, organizational development, and employee engagement.

As a member of the Mayor's Executive Leadership Team, the Director serves as a trusted advisor to the Mayor and department leaders on workforce strategy, organizational effectiveness, succession planning, and personnel matters while ensuring compliance with applicable employment laws and City policies.

Department Mission

To recruit, develop, and retain an exceptional workforce while fostering a culture of professionalism, accountability, collaboration, innovation, and outstanding public service.

Department Overview

The Department of Human Resources & Organizational Development provides leadership and support for the City's most valuable asset, its employees.

The department is responsible for recruiting and retaining qualified employees, administering personnel policies and benefits, supporting employee development, ensuring compliance with employment laws, promoting organizational effectiveness, and helping departments build high-performing teams capable of delivering exceptional municipal services.

Organizational Responsibilities

The Director provides executive leadership for:

- Human Resources Administration
- Talent Acquisition & Recruitment
- Employee Relations
- Classification & Compensation
- Benefits Administration
- Organizational Development
- Performance Management
- Employee Training & Professional Development
- Personnel Policy Administration
- Workforce Planning
- Employee Recognition & Engagement
- Compliance with Employment Laws

Primary Responsibilities

Executive Leadership

- Provide strategic leadership for the Department of Human Resources & Organizational Development.
- Serve as the Mayor's principal advisor on personnel and workforce matters.
- Collaborate with the Executive Leadership Team to support organizational goals.
- Promote a culture of professionalism, accountability, and continuous improvement.

Workforce Planning & Recruitment

- Develop and implement recruitment and retention strategies.
- Lead executive and professional recruitment efforts.
- Improve onboarding and employee orientation processes.
- Support succession planning and workforce development.

Employee Relations

- Foster positive employee relations.
- Advise supervisors on employee performance and disciplinary matters.
- Promote fair, consistent, and legally compliant personnel practices.
- Support conflict resolution and employee engagement initiatives.

Compensation & Benefits

- Oversee classification and compensation administration.
- Administer employee benefits programs.
- Evaluate compensation strategies to improve recruitment and retention.
- Recommend policy improvements that support workforce stability.

Organizational Development

- Develop leadership training initiatives.
- Coordinate professional development opportunities.
- Promote organizational effectiveness and continuous improvement.
- Support departments in building high-performing teams.

Policy Administration & Compliance

- Maintain personnel policies and procedures.
- Ensure compliance with applicable federal, state, and local employment laws.
- Monitor evolving employment regulations and recommend policy updates.

Department Administration

- Prepare and administer the departmental budget.
- Supervise department personnel.
- Establish measurable departmental goals and performance standards.
- Promote innovation and customer service within the department.

Executive Leadership Profile

The successful candidate will demonstrate the ability to:

- Lead with integrity, professionalism, and fairness.
- Build trust and credibility throughout the organization.
- Develop and mentor future leaders.
- Foster collaboration and teamwork.
- Promote accountability and organizational excellence.
- Navigate complex personnel matters with sound judgment and discretion.
- Communicate effectively with elected officials, employees, and the public.
- Advance the City's mission of **“Rebuilding Selma Together”**.

Education, Experience & Leadership Profile

The City of Selma recognizes that exceptional leaders come from diverse educational, professional, military, nonprofit, and public service backgrounds.

Qualified applicants should possess a combination of education, leadership experience, human resources expertise, and demonstrated organizational leadership sufficient to successfully perform the responsibilities of this position.

Examples of qualifying backgrounds include:

- A bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Leadership, Industrial Psychology, or a related field; **or**
- An equivalent combination of education, military service, professional certifications, and progressively responsible leadership experience.

Municipal government experience is preferred but not required.

Applicants with leadership experience in higher education, healthcare, large private employers, manufacturing, nonprofit organizations, state or county government, or other complex organizations are encouraged to apply.

Professional certifications such as SHRM-CP, SHRM-SCP, PHR, SPHR, or IPMA-HR are valued but are not required.

The successful candidate will demonstrate:

- Strategic leadership
- Emotional intelligence
- Sound judgment
- Strong interpersonal skills
- Organizational development expertise
- Commitment to ethical public service
- Ability to lead organizational change

Knowledge, Skills & Abilities

The successful candidate should demonstrate knowledge of:

- Human resources administration
- Employment law
- Employee relations
- Recruitment and retention
- Compensation and classification
- Benefits administration
- Organizational development
- Performance management
- Personnel policy administration
- Leadership development

Ability to:

- Build strong organizational relationships.
- Manage confidential and sensitive matters with discretion.
- Communicate effectively in writing and verbally.
- Lead organizational change initiatives.
- Resolve workplace conflicts constructively.
- Develop high-performing teams.
- Exercise sound judgment and independent decision-making.

What Success Looks Like

During the first year, the successful Director will work with the Mayor and Executive Leadership Team to:

- Strengthen recruitment and onboarding processes.
- Improve employee retention and engagement.
- Modernize personnel policies and procedures.
- Develop a citywide employee training and leadership development program.

- Enhance performance evaluation processes.
- Promote a culture of accountability, collaboration, and continuous improvement.
- Support implementation of the Government Modernization Initiative across all departments.

Why Build Your Career in Selma?

The City of Selma is building an executive leadership team committed to excellence in public service and organizational leadership.

This position offers the opportunity to shape the City's workforce, influence organizational culture, and build a modern human resources function that supports employees while advancing the City's long-term strategic goals.

If you are motivated by developing people and strengthening organizations, we invite you to join our leadership team.

Benefits

The City of Selma offers a comprehensive employee benefits package in accordance with City policy.

Application Process

Interested applicants should submit:

- Letter of Interest
- Resume
- Three Professional References

Applications should be submitted to:

Office of the Mayor

City of Selma
222 Broad Street
Selma, Alabama 36701

Email: mayoroffice@selma-al.gov

Applications will remain open until the position is filled unless otherwise announced.

Build the Future With Us

The City of Selma is committed to building an executive leadership team that reflects the highest standards of professionalism, integrity, innovation, and public service.

If you are ready to lead, inspire, and make a meaningful impact on one of America's most historic communities, we invite you to apply.

Equal Opportunity Employer

The City of Selma is an Equal Opportunity Employer and encourages qualified applicants from diverse educational, professional, military, nonprofit, and private-sector backgrounds to apply. Equivalent combinations of education and experience will receive full consideration.