



# City of Pelham

## Director of Human Resources

### Requirements:

- Bachelor's Degree in Human Resources or related field.
- Minimum of five (5) years supervisory experience with organization skills, assigning and directing work, performance reviews and addressing and resolving complaints and problems.
- Must obtain certification with AAPPA within the first two (2) years.

### Preferred Requirements:

- Master's Degree preferred
- Certification in IPMA-HR or SHRM

### Compensation and Benefits:

- Salary Range: \$82,513 to \$107,661
- Medical & Dental Benefits
- Retirement Systems of Alabama(RSA)

**pelhamalabama.gov**

### Major Responsibilities:

- Work with Mayor and City Manager to create a vision for Human Resources that supports the vision and mission of the city.
- Work with the City Manager and Senior Staff to construct leadership competencies needed across organizational boundaries.
- Lead and facilitate collaborative projects across internal and external organizational boundaries.
- Provide strategic direction and management of personnel-related projects and set goals for team.
- Serve as an advisor to City Manager, Mayor and Department Heads on all personnel-related issues.
- Develop and implement best practices in setting up a sustainable and successful department.
- Oversee capital-planning, projects and budget.
- Prepare budget and monitor all fiscal operations of the department.

### Application Process:

**To apply to the Director of Human Resources position, email your resume to Adrienne Wormley-Davis at [wormleydavis@jccal.org](mailto:wormleydavis@jccal.org).**

**For additional information contact Adrienne at 205-716-2693.**

City of Pelham provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.