

Date Issued: 12/16/2011



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Phone: (203) 977-4070

DIRECTOR OF HUMAN RESOURCES

The City of Stamford is seeking a highly motivated and experienced professional to lead its Human Resources Division, and to ensure the achievement of the City's immediate and long-range goals to provide professional human resources administration. Under the general direction of the Director of Legal Affairs, oversees all human resources, labor relations and related functions, including benefits and pension administration of the City. Develops and recommends human resources policies and practices. Serves as the administrative head of the Human Resources Division. Under the general direction of the Mayor, serves as the City's chief spokesperson in collective bargaining negotiations, and represents the City in contract administration, grievance proceedings and administrative hearings concerning human resources and labor relations matters.

Must possess exceptional skills in maintaining effective working relations with appointed and elected City officials and managers, government agencies and employee organizations. Thorough knowledge of laws and regulations governing human resources and labor relations in the public sector in Connecticut is essential, as is the ability to communicate clearly and effectively verbally and in writing. Must have solid leadership, management and decision-making skills. **Strong proven track record in negotiating collective bargaining and other related agreements is required for consideration.**

Minimum Requirements: A B.A. or B.S. degree. A J.D. degree from an accredited law school or an equivalent post graduate degree in a field relevant to the duties of the position. A minimum of seven (7) years in human resources generalist functions and labor relations, including at least five (5) years of experience in collective bargaining negotiations and contract administration. Must possess a valid driver's license.

Please be advised that the successful candidate will be required to submit to a physical examination, a drug screening and a comprehensive background check prior to appointment. Salary range: \$113,109 - \$135,732.

The following must be submitted in order to be considered for this position: cover letter, including salary history, a minimum of three (3) work-related references, and resume. Submit to:

Rosemarie Frager
Human Resources Division
City of Stamford
888 Washington Blvd. – P.O. Box 10152
Stamford, CT 06904-2152
Phone: (203) 977-4068 FAX: (203) 977-4075

The City of Stamford will be accepting resumes for the Director of Human Resources position until filled.