



## Human Resources Director CITY OF BOTHELL, WASHINGTON



## COMMUNITY

Situated in the scenic Sammamish River Valley, Bothell is a thriving community located 11 miles northeast of Seattle, close to Mt. Rainier, Puget Sound, and the incomparable Olympic Peninsula. Incorporated in 1909, Bothell (pop. 44,000) has evolved from an isolated logging village to a full-service city. Straddling two counties, King and Snohomish, and comprising approximately 14.38 square miles, Bothell offers the best in suburban living with safe neighborhoods, award-winning schools, beautiful parks, and a welcoming hometown atmosphere. The City was named one of the top 100 cities in the nation in Livability.com's "2016 Best Places to Live, Work, and Play in America."

Bothell's proximity to two interstate highways, three major state highways, and local and regional transit has made the city increasingly desirable to homebuyers and renters, as well as to commercial development. Yet Bothell has balanced managed growth with environmental protection and neighborhood livability. Once a bedroom community, today Bothell is a regional employment and educational center.

Bothell's historic downtown and Main Street offer everything from hip coffee shops to upscale dining. The multi-million dollar downtown revitalization project is being built with retail space, offices, and five new residential neighborhoods, and is well underway. The Country Village shops feature over 45 locally-owned shops and restaurants and a seasonal Farmer's Market.

Nature enthusiasts are drawn to the surrounding verdant forests, pristine rivers, and multiple lakes. Lake Washington, the state's second largest lake, is just minutes from Bothell. Bothell's cool summers and winters entice residents and visitors alike to enjoy a variety of outdoor activities including hiking, biking, boating, fishing, kayaking, and golfing. Bothell has over 237 acres of parks, open space, and trails, including 19 parks and three sports complexes. The Sammamish River and Burke Gilman Trails, managed by King County Natural Resources, run through Bothell along the Sammamish River.

Bothell is well known for its award-winning schools, including the Northshore School District (K-12), as well as the University of Washington Bothell and Cascadia College, which share a vibrant, common campus in the city's historic downtown. UW Bothell has been recognized nationally numerous times for its excellence, most recently in 2016 when *Money* magazine ranked the university third on its national list of "25 Great, Accessible Colleges for Aspiring Scientists and Engineers." In 2007, Cascadia College was named the second best community college in the nation by *Washington Monthly*.

Bothell is on the rise and has a great deal going on! For energetic, innovative local government professionals, this community and organization

provide an opportunity to be part of that progress and get involved in exciting, cutting edge work. For more information about Bothell, please visit [www.bothellwa.gov](http://www.bothellwa.gov).

## THE ORGANIZATION

The City of Bothell is a code city with a Council-Manager form of government. The City Council consists of seven members elected at large from the community. Members serve four-year terms with municipal elections held in November of odd-numbered years, including this year. Every two years, the Council selects a Mayor, who serves as presiding officer during public meetings and events.

Approximately 300 employees provide a full range of municipal services. City services include: general government administration, police, fire, emergency medical services, planning and zoning, street maintenance, and parks and recreation. Bothell's proprietary operations consist of water, sewer, and storm and surface water utilities. Trash service is provided by an independent contractor, while library services are provided by the King County Library System. The approved biennial budget for 2017-2018 is \$228.8 million.

## THE POSITION

The human resources department is the strategic business partner of every other City department, an essential component of the City's success. Appointed by, and reporting to, City Manager Jennifer Phillips, the Human Resources Director (HRD) oversees an experienced staff of four persons and an annual budget of \$2.5 million. Bothell has had two Human Resources Directors in the last 11 years.

As Bothell grows, Bothell city government grows with it, not just in size but sophistication. The next Human Resources Director will manage this transition and modernization with a clear vision and an effective strategy, taking the department to the next level. Process improvement includes the transition



to a new human resources information system (NEOGOV HR). The department will likely add FTE's under the new Director.

The new Human Resources Director will vigilantly defend Bothell's Core Values – Ethics, Service, Safety, Innovation, and Teamwork – and ensure their growth and dissemination into every aspect of the department and the organization. These Core Values will be fully integrated into every recruitment, new employee integration, development, training, and retention process.

The Human Resources Director is integral in the negotiation

and management of contracts with Bothell's four collective bargaining units: AFSCME, IAFF, BPOG, BPC and maintains relations with all non-represented employees. Bothell's workers compensation, safety, and wellness programs reside in the human resources department, which also manages open records requests.

A Bachelor's Degree in human resources, business or public administration, or related field, and seven years of professional human resources program management experience are required. Strong experience in labor negotiations with multiple bargaining units, especially in the public sector (police and fire), is highly preferred. PHR or SPHR certification through SHRM is preferred.

## THE IDEAL CANDIDATE

Bothell's next Human Resources Director (HRD) will be a strong, solution-oriented leader with impeccable integrity and the highest ethical standards, a person of character. The ideal candidate is nimble and collaborative, with a strong customer-service focus and experience developing and implementing innovative human resource practices. She or he has good judgment and common sense.

The City Manager is looking for a person with the strength and courage to build a creative, high-functioning human resources department, able to keep up with, and support, the rest of the organization. The ideal candidate is experienced at process improvement and will be tasked with optimizing the department's efficiency.

The next HRD has experience with classification and compensation studies and systems. The Director will ensure accountability with promotions and pay increases - higher pay should reward top performance. The ideal candidate also has highly successful marketing and recruitment experience and a demonstrated ability to attract and retain top talent.

The ideal candidate is proactive and self-directed, able to work projects through to completion, and enjoys training and development at every level of the organization, from the part-time employee to the executive-level director. She or he is firm but fair, empathetic, but never afraid of any difficult conversation.

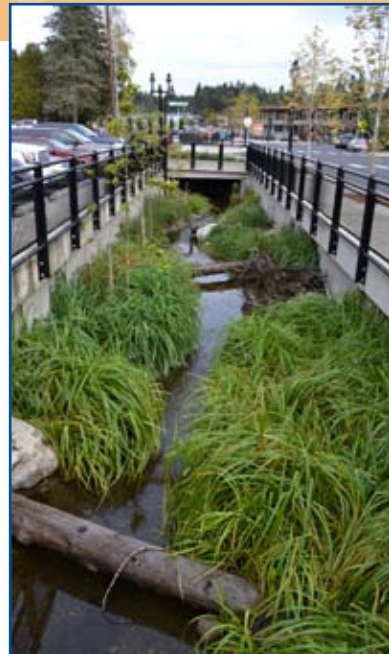
The next Human Resources Director is approachable, and passionate about people and the human resources function within the City. She or he has the courage to innovate and challenge the status quo, and is not afraid to fail.

## THE COMPENSATION

The annual salary range is \$121,224 to \$154,128, and appointment will be made depending on the experience and qualifications of the selected candidate.

In addition, the City offers a comprehensive benefits package for non-represented employees,

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including medical, dental, vision, life, accidental death and dismemberment, and short- and long-term disability insurances. For the employee, the employer pays all premiums for all of these insurances. For coverage beyond employee-only coverage, the employer contributes to premiums in varying degrees. Employees who elect not to participate in any of the medical insurance plans offered receive a \$110/month opt-out payment (employee only) and \$220/month for spouse and dependents. Confidential counseling assessments

and referral services are available through the Employee Assistance Program (EAP). Employees may create tax-free Flexible Spending Accounts (health-related expenses and/or dependent care cost) through salary reduction.

Employees are enrolled in the Washington Department of Retirement Systems Public Employees' Retirement System (PERS) Pension Plan. In addition, the City offers a 457(b) deferred compensation plan.



Employees enjoy paid time off (vacation and sick), plus ten holidays and two floating holidays (12 total) annually. As an FLSA exempt position, the Human Resources Director may accrue up to 3.34 hours of management leave per pay period.

Relocation assistance subject to negotiation.

Please do not hesitate to contact Andrew Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process.



## SEARCH SCHEDULE

Filing Deadline..... September 18, 2017  
Preliminary Interviews..... September 21 – October 5, 2017  
Recommendation of Candidates..... October 12, 2017  
Finalist Interview Process ..... October 26, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Please do not hesitate to contact Andrew Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process.



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