

JOB OPENING

Human Resources Director

City of Reading, Berks County, Pennsylvania

The City of Reading is seeking applicants for the position of Human Resources Director. The City of Reading operates with an annual General Fund budget of approximately \$95.3 million and 587 employees, representing the principal city of the Greater Reading Area and the county seat for Berks County. The city provides its 94,850 residents with critical services including access to parks and recreation amenities such as the Reading Public Library, code enforcement, fire rescue assistance, police protection, and the support of the Citizen Service's Center.

Under the supervision of the Managing Director, the Human Resources Director is responsible for overseeing daily operations within the Human Resources Division including the development and administration of workforce related policies, procedures, programs, practices, and training and development initiatives. Additional responsibilities include departmental development, employee relations, and managing benefits and compensation. The Human Resources Director helps establish a high-performing, employee-oriented culture that emphasizes empowerment, high-standards, productivity, goal attainment, and the recruitment and ongoing development of the workforce.

The ideal candidate will possess strong supervisory and leadership ability, advanced oral and written communication skills, strong interpersonal skills, the capacity to plan and work independently, excellent organizational skills, attention to detail, and technological proficiency. Critically, the ideal candidate must have and maintain a reputation of honesty and integrity.

Candidates must possess at least 5 years of experience in a human resources supervisory capacity. In addition, candidates must have a bachelor's degree in human resources management or a closely related field. The Human Resources Director is not required to reside in the City of Reading.

Salary and benefits are under review.

Interested candidates are required to submit a cover letter and resume to:

jobs@keystonemunicipalsolutions.com

General information about the City of Reading can be found at:

<https://www.readingpa.gov/>