

City of Fort Worth, Texas

Assistant Director of Human Resources

Hiring salary range: \$100,000 to \$140,000

First resume review: Monday, April 25, 2022.

The City of Fort Worth, or otherwise known as the “City of Cowboys & Culture”, is at the heart of true Texas hospitality and western heritage! As the 12th largest city in the U.S., Fort Worth is home to over 900,000 residents representing culturally diverse communities. Located in north central Texas, Fort Worth is designated as one of America’s “Most Livable Communities” and truly offers a melting pot of culture, commerce, community and yes, cowboys. While keeping the small-town charm that keeps it unpretentious and charismatic in all the right ways, Fort Worth is the 2nd fastest growing city in the nation and the #1 tourist destination in Texas and welcomes more than 9.4 million visitors annually.

The City of Fort Worth's Human Resources Department is looking for their next Assistant Director to manage a total of 16 FTEs within two divisions: HRIS/Records Management and Classification, Compensation & Civil Service. The ideal candidate shall be data-oriented and strongly focus on the areas of human resources information systems (HRIS) and classification and compensation. The key initiative for this role will be to improve the utilization and effectiveness of the current HRIS system to provide human resources records management, data analytics, and reporting services to City departments so they can have accurate and timely information needed to make human resources-related decisions.

This role will also oversee the partnership with City departments for compensation reporting and process needs by providing job analysis and salary administrative services to City departments so they can have accurate job classifications and descriptions to attract, retain, and develop an inclusive, diverse, and high-performing workforce. The new Assistant Director will also focus on implementing real-time dashboard reporting to share ongoing data metrics in support of continued process and service improvements. Previous local government experience is a plus, but not required for this role.

Bachelor’s degree from an accredited college or university with major course work in

human resources management, industrial relations, public administration or a related field and six years of increasingly responsible human resources experience including three years of administrative and supervisory responsibility. Experience working in municipal government human resources is a plus. A professional certification, such as PHR, SPHR, SHRM-CP, SHRM SCP, IPMA-CP, or IPMA-SCP is desirable.

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) to: <https://www.cpshr.us/recruitment/1984>

For additional information contact:

Kylie Wilson
CPS HR Consulting
kwilson@cpshr.us

To view an online brochure for this position visit: <https://www.cpshr.us/recruitment-solutions/executive-search>

City of Fort Worth website: <https://www.fortworthtexas.gov>



The City of Fort Worth is an equal opportunity employer.