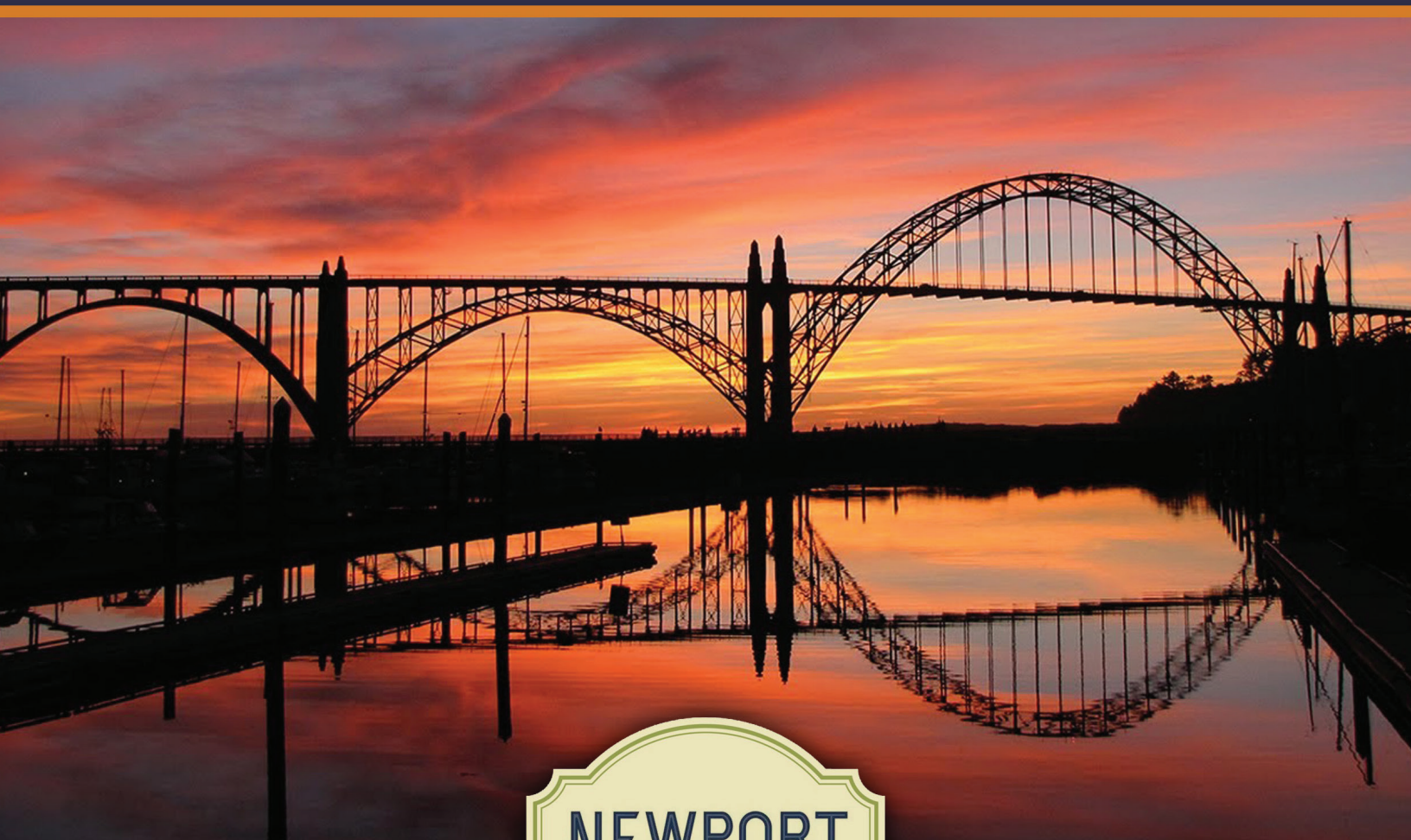


HUMAN RESOURCES DIRECTOR

NEWPORT, OREGON



EXECUTIVE
RECRUITMENT
PROVIDED BY





The Community

Located on the Central Oregon Pacific Coast, the City of Newport, Oregon, is a beautiful coastal city with practically perfect weather and the largest fishing fleet in the state. A warm community of 11,983 people live here, enjoying the City’s active arts and science communities, miles of sandy beaches and vibrant sea life, and activities like hiking, fishing, and crabbing. With so much to see and explore, it’s no wonder Newport is growing. Over a 20-year period, the City added over 1,500 people – an 18% increase in population at an average annual rate of 1.0%. Additionally, Newport is the county seat of Lincoln County, population 50,890, which has a growth rate of 10.64% since the 2010 Census.

Oyster beds in Yaquina Bay originally drew people into this area in the 1850s and ‘60s, who made money selling them in nearby San Francisco. Newport was founded in 1866 and incorporated in 1882, but lack of access stifled significant growth until the first train made the trip from Corvallis to Yaquina City, just east of Newport, in 1885. This stimulated growth in Newport, allowing it to flourish as a tourist community, despite only about 120 people permanently living in the City. Commercial fishing became a key industry in Newport and surrounding areas, providing settlers with food and a source of income. Newport continued to be the primary coastal tourist center for the Willamette Valley until the late 1920s, when construction began on the Coast Highway and other areas of the coast were opened up to motorists. Still, the City holds a treasure trove of experiences just waiting to be explored.



Newport is located near many major transportation options, including Hwy 101, Hwy 20, Newport Municipal Airport, the Port of Newport, Bayfront, and the Lincoln County Bus Line. High-profile major development projects underway or recently completed include Big Creek Dam Project, affordable housing development, and investments in upgrades to City infrastructure.

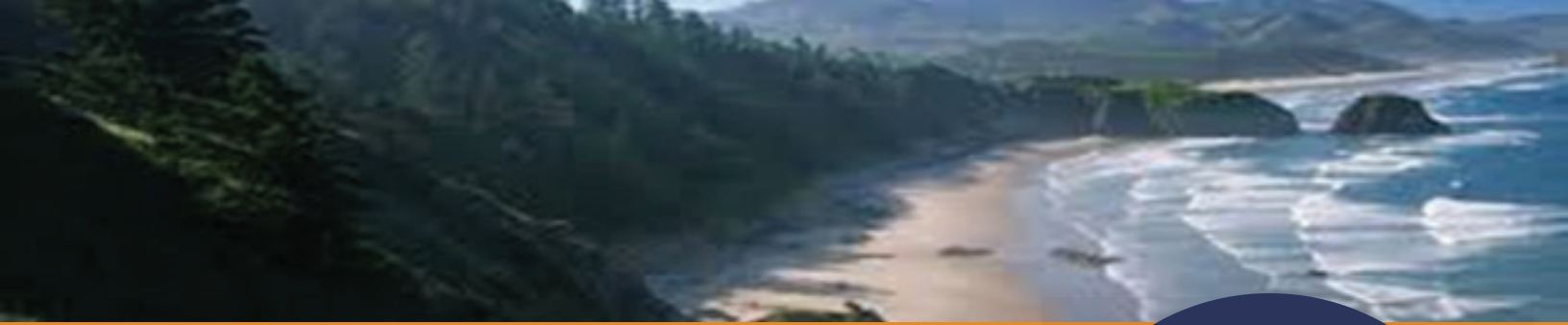
Popular annual events in Newport include the Seafood and Wine Festival, National Night Out, Jazz Festival, 4th of July Celebration and Fireworks, and the Farmers Market. Residents and visitors also enjoy the City’s many arts and cultural opportunities, including the Newport Aquarium, Performing Arts Center, Visual Arts Center, Yaquina Arts Association, whale watching, Historic Bayfront, Yaquina Head Lighthouse, Yaquina Bay Lighthouse, Seal Lion Docks, Ripley’s Believe it or Not, Nye Beach, and the Hatfield Marine Science Center.

Major employers in the area include the City of Newport, Samaritan Hospital, Lincoln County, Central Lincoln PUD, Port of Newport, Georgia Pacific (Toledo), Coast Guard, Pacific Seafood, School District, Hatfield Marine Science Center, and Oregon Coast Community College.

The City of Newport has a median income is \$57,511, and a median property value of \$347,400.

Come see why Newport is known as “The Friendliest!”





Governance & Organization

The City of Newport operates under a council-manager form of government consisting of a Mayor and six Councilors elected at-large. At the first Council meeting of the year, the Council elects a Council President from among its membership, who presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. The Mayor and City Council are volunteers and receive no compensation for their official duties.

The City Manager is appointed by City Council to serve as the administrative head of the City and to oversee the proper administration of all City business. Newport is a full-service City providing a wide range of municipal services, including Police, Fire, Finance, Public Works, Water and Sewer Utilities, Community Development, Airport, Parks and Recreation, Human Resources, Library, and Urban Renewal.

Major projects underway or recently completed include Big Creek Dam Project, City Center Revitalization, and South Beach Urban Renewal District.

The City of Newport has 198 full-time and part-time employees and an annual budget of \$148,513,163. Its ad valorem tax rate is 5.5938 per \$1,000 of assessed valuation.

Values

In conducting our responsibilities to the people, workers, and visitors to the City of Newport, we:

- Value ethics and vow to operate with integrity and honesty to earn and maintain public trust.
- Maintain a high value of professionalism in our relationship with each other, our residents, and our visitors.
- Value inclusiveness and equity in providing quality services to a diverse community.
- Exercise empathy by listening, understanding, and respecting other perspectives in carrying out our responsibilities.
- Respect each other and value the well-being of all.
- Are accountable for our actions in carrying out our responsibilities for the City.

Mission

The City of Newport pledges to effectively manage essential community services for the wellbeing and public safety of residents and visitors. The City will encourage economic diversification, sustainable development, and livability.

Culture

- **Who Are We?** We are professional service providers, community members, and problem solvers. We strive to operate transparently and be good stewards of the public trust. We serve as caretakers of facilities and provider of services to the taxpayers.
- **What Do We Do?** We provide competent and professional municipal services and activities to enhance the quality of life of the community; plan, build, and maintain public assets for use by residents and visitors; and support the community vision.
- **Why Do We Do It?** We are community-minded and maintain a high level of optimism to make the community a better place by maximizing the use of available resources to address the basic health, safety, and welfare, build a sustainable economy, and enhance the livability for the residents and visitors in the City of Newport.





About the Department

The Human Resources Department manages services and programs which assist all City Departments in recruiting and maintaining a qualified and diverse workforce. They also provide employment-related services to the City's nearly 200 employees and to job applicants.

The HR Department oversees safety, OSHA compliance, and safety committee; recruitment and staffing and volunteer staffing; background screening; benefits, compensation, and leaves of absence; workers compensation; EEO reporting; recordkeeping, policies, and legal compliance; training and development, organization key control, onboarding, exit interviews, and performance management; employee relations/coaching and discipline/internal investigations; collective bargaining/labor relations; job descriptions and organization development; and special projects.



Department goals and objectives include:

- Implement the Learning Module for online employee training.
- Expand the online capabilities of NeoGov Applicant Tracking system.
- Update Employee Safety Manual.
- Successfully fill critical job openings within the organization.
- Continue efforts to build a strong, healthy, and resilient workplace culture that attracts and keeps quality employees.

The Human Resources Department has 3 employees and a total annual budget of \$350,000.



About the Position

The Human Resources Director oversees the full scope of human resources, safety, and training for the City of Newport and ensures compliance with employment-related laws and regulations. They direct management and staff in the areas of organizational structure, employment, recruitment, selection, compensation, employee database maintenance, personnel records management, leave and benefits administration, employee relations, orientation, training and development, policy and procedure development, volunteer program, HR safety, and risk management.

The HR Director develops, implements, and administers policies, procedures, and programs to ensure compliance with all state, federal, and local laws; regulations; and rules affecting the employer-employee relationship, including FLSA, FMLA/OFLA, ADA, workers' compensation, and anti-harassment and discrimination. This position guides management and employee actions, in part by researching, developing, writing, and updating policies, procedures, methods, and guidelines. Communicating and enforcing organizational values is an important part of the HR Director's job, as is making policy recommendations and drafting policy changes; updating the City's Personnel Handbook, Volunteer Handbook, and Retirement Handbook; and identifying Department needs, issues, and priorities.

Overseeing talent acquisition, staffing, compensation, benefits, training, and development is handled by the HR Director. They manage, administer, and oversee all recruitment activities, including preparing and placing advertisements; arranging and assembling all specialized examination materials and applicant testing; screening



applications; coordinating and scheduling recruitment and selection processes; interviewing candidates; completing references; verifying applicant eligibility; and maintaining recruitment and selection data. They will oversee all pre-employment screenings, including drug testing, background checks, and medical and psychological examinations.

This position provides guidance and resources to the City Manager regarding policies and practices, as well as contract interpretation and application. They oversee the processing of personnel actions, leaves of absence, unemployment, workers' compensation, personnel records management, succession planning, employee relations, retention, AA/EEO compliance, labor relations, group health insurance, and City retirement plans. They will assist employees in understanding the City's HR policies, rules and procedures, and the City's insurance and benefits plans; provide interpretation and advice on City benefits and insurance plans; and conduct the open enrollment process.



About the Position *continued*

Additional duties of the HR Director include:

- Mediate employee disputes, oversee all employee corrective action, and conduct internal investigations.
- Analyze job tasks and work processes for new positions and reclassifications; develop and maintain accurate job descriptions.
- Administer new employee orientation and ensure proper completion of required forms; review employee paperwork for accuracy and completion; and conduct exit interviews with departing employees.
- Work with the Finance Director, City Attorney, and City Manager to oversee safety and risk management for the City. This includes reducing liability and claims in workers compensation and employment litigation.
- Identify training needs within the City related to human resources and safety.
- Work with City Manager and City Attorney to maintain compliance with the City's various collective bargaining agreements.
- Participate in conferences and educational opportunities, read professional publications, maintain personal networks, and participate in professional organizations.
- Analyze trends within the City and respond accordingly with the creation, recommendation, and strengthening of programs.
- Maintain the highest standards of professional and personal conduct, including maintaining the confidentiality of privileged information and protecting confidential information as long as legally and practically possible.
- Oversee the safety function for the City and coordinate health and safety activities and training. Ensure compliance with various state and federal OSHA regulations and requirements, as well as City management practices and policies.
- Promote safety culture within the organization and oversee the Safety Committee.
- Maintain employee training, health, and safety records.



Opportunities & Challenges

The next HR Director will focus on the following opportunities and challenges:

- **Recruitment:** The HR Director will lead the enhancement of recruitment processes and strategies, focusing on innovative outreach programs to attract diverse talent, streamlining hiring practices, and reducing turnaround times. They will maintain competitiveness with compensation and benefits packages, creating a comprehensive recruitment and retention strategy that positions Newport as an employer of choice.
- **Organizational Effectiveness:** As the new HR Director, the chosen candidate will continue transforming the HR Department into a proactive, responsive, and service-oriented model. They will drive improvements in employee on-boarding, training, and internal communication, with a key focus on succession planning to strengthen talent pipelines across all Departments. Collaborating with Department heads, the chosen candidate will design workforce development strategies and leadership training that foster growth and build organizational capabilities at every level. Understanding the unique needs of each Department will be essential in positioning HR as a trusted partner and advisor.
- **HR Efficiency and Technology:** The successful candidate will be a tech-savvy leader that drives efficiency through HR technology. The HR Director will streamline processes, reduce manual paperwork, and fully leverage the Human Resources Management System (HRMS) while identifying future opportunities for implementing self-service and electronic timekeeping. These efforts will ensure that HR operations are modern, efficient, and aligned with the City's goals.
- **HR Assessment:** Bringing a fresh perspective, the new HR Director will assess current practices and anticipate future needs to support the City's evolving priorities. They will identify opportunities to mentor, cross train and develop HR staff, adopt best practices, and enhance the overall effectiveness of the HR Department. This is a unique chance to shape the future of HR operations and contribute to the long-term success of the organization.
- **Culture Building:** The City is committed to fostering a welcoming, inclusive, and equitable workplace where all employees are valued and empowered to thrive. The HR Director will be instrumental in cultivating a strong, resilient organizational culture that attracts and retains top talent. They will work closely with leadership to ensure a positive and productive work environment that reflects the diversity and values of the Newport community.
- **Labor Relations:** With recent contract negotiations completed for Police, Fire, and Employee Association (Public Works) groups, the new HR Director will work to build strong, trusting relationships with these key labor groups. By building those relationships and becoming familiar with the agreements, they will collaborate effectively to ensure mutual understanding and support. The upcoming Employee Association contract expiration in June 2025 provides an opportunity for the HR Director to participate in future negotiations with a strategic and collaborative approach.
- **Key Projects:** As HR Director, the selected candidate will lead several critical projects, including:
 - Conducting a review of the Citywide Safety Program, with recommendations to enhance and strengthen safety efforts through the development of proactive policies.
 - Collaborating with the City Manager's office to implement and communicate key recommendations from the Employee Culture Strategic Plan, fostering a positive workplace culture.



Ideal Candidate

The City of Newport is seeking a seasoned HR professional and a confident, collaborative leader to serve as its next Human Resources Director. The ideal candidate will embrace the City's core values providing trusted, high-integrity service and guidance to employees at all levels of the organization.

As the new HR Director, it will be critical to learn the organization and build working relationships with all stakeholders including the HR staff, the City Manager's office, City Council, department leaders, employees and labor groups.

The HR Director position requires an incumbent who will be an even-tempered, compassionate, and approachable leader. They will be a collaborative problem solver with a natural ability to build trust, foster relationships, and create a supportive, inclusive work environment. Their leadership and supervisory skills will be impeccable, paired with excellent negotiation, attention to detail, communication, and interpersonal skills.

The successful candidate will be pragmatic, have the ability to make firm but fair decisions, and communicate clearly, confidently, and with accountability. They will be a team player and be adaptable in responding to the evolving needs of both the organization and its employees. The ideal candidate thrives in a fast-paced setting, values mentoring staff, supports an open-door policy, and is not afraid to roll up their sleeves to ensure tasks are completed and goals are met.

As a key advisor and respected strategic partner to the Leadership Team, the new HR Director will play a critical role in working with each department to shape the City's workforce. They will be an effective, candid communicator bringing empathy, respect, and an appropriate sense of humor to their interactions. A willingness to listen, problem solve and commit to fostering open dialogue will be essential to their success. In addition, the ideal candidate will possess a strong working knowledge of employment and labor laws, ordinances, and regulations governing municipal HR operations. They will have a future focus on seeking opportunities for continuous improvement and utilizing technology to streamline processes.



Education & Experience

This position requires a bachelor's degree in human resources, business, public administration, or a related field, plus five (5) years of progressive experience in Human Resources, including two (2) years of supervisory or management responsibility. Human Resources experience with a municipality is preferred. An equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential function of the job will be considered.

Must possess a valid Oregon driver's license at the time of hire. A Professional Human Resource (PHR) or Society of Human Resources Management – Certified Professional (SHRM-CP) is preferred. A Senior Professional of Human Resources (SPHR) or Society of Human Resources-Senior Certified Professional (SHRM-SCP) is preferred. Familiarity with collective bargaining contracts is a plus.



Compensation & Benefits

The City of Newport offers a competitive salary range of \$100,776-\$123,360, commensurate with qualifications and experience. The City offers a comprehensive benefits package, including health, dental and vision insurance; life insurance; long-term disability; a full range of paid vacation, sick leave, and holidays; a Health Savings Account (HSA); an Employee Assistance Program (EAP); and a wellness

program. The City of Newport Retirement Plan includes a City contribution of 6% of annual base earnings; and the Nationwide Retirement Plan Solutions 457(b) Plan, where the City will match the employee's contributions up to 6%. The selected HR Director will also include paid membership to the City's Recreation and Aquatic Centers, a 4/10 work schedule, and a direct deposit option.

Application Process

Please apply online

Debra Stapleton, Senior Vice President
debrastapleton@governmentresource.com
602-206-3536



The City of Newport is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

[City of Newport](#)

[Newport Human Resources Department](#)

[Newport Chamber of Commerce](#)

