



# The City of Millington Announces the Following Position

**Position: PERSONNEL AND WORKFORCE DEVELOPMENT DIRECTOR**

**Compensation: \$66,452.88 to \$96,356.68**

**Reports to City Manager. Direct Report: Personnel Coordinator**

**Annual Benefits: Two Weeks Paid Vacation, Twelve Days Paid Sick Leave, Eleven Paid Holidays, Defined Benefit Pension Plan with no Employee Contribution Required, Health Insurance and Life Insurance with 65% paid by City, and other optional insurance products.**

## **POSITION SUMMARY:**

The Personnel and Workforce Development Director plays a strategic role in recruiting, developing, and retaining a talented and engaged workforce for the City of Millington. The Director oversees and enhances the City's practices related to talent recruitment, selection, orientation, and retention, ensuring a consistent pipeline of quality employees. A significant focus is placed on developing and administering training and development programs to support employee growth and retention while fostering a culture of continuous improvement through coaching, performance management, and professional development.

The Personnel and Workforce Development Director supervises and evaluates personnel, working proactively to address deficiencies and shape a productive work environment. This position requires advanced expertise in public personnel administration, including recruitment, selection, labor relations, and training, and ensures compliance with local, state, and federal regulations. With a commitment to confidentiality and integrity, the Director will also contribute to the City's strategic goals by managing collective bargaining processes, maintaining effective labor relations, and overseeing the creation and implementation of personnel policies.

## **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree in human resources, public administration, or a closely related field; Master's degree preferred. The City Manager can waive the requirement based on experience.
- Experience: Ten or more years in human resources, including at least three years in a supervisory role. Experience in municipal government is preferred.
- Certifications: National Incident Management System (NIMS) certification (within one year of employment) and HR certification from SHRM or IPMA preferred.
- License: Must possess a valid Tennessee driver's license with a satisfactory driving record.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of public personnel administration, including recruitment, selection, labor relations, training, and employee classification.
- Skill in developing and administering robust personnel programs to recruit, develop, and retain employees.
- Proven ability to delegate, manage, and supervise effectively while fostering staff development.
- Strong organizational and communication skills, with a focus on maintaining confidentiality.
- Ability to align personnel practices with the City's strategic objectives and manage compliance with applicable laws and regulations.

## **TYPICAL DUTIES AND RESPONSIBILITIES:**

### **Talent Management:**

- Oversee and enhance recruitment, selection, orientation, and retention practices to attract and keep high-quality employees.
- Develop, administer, and evaluate comprehensive training and development programs to support employee growth and retention.
- Provide coaching and guidance to managers on performance appraisals, employee discipline, and leadership development.

### **Supervision and Staff Development:**

- Select, train, motivate, and evaluate personnel. Work with employees to address deficiencies and recommend discipline or termination when necessary.
- Foster a positive work environment focused on productivity, employee well-being, and professional growth.

### **Labor Relations and Compliance:**

- Manage the City's grievance procedure.
- Ensure compliance with local, state, and federal employment laws and regulations

### **Strategic Leadership:**

- Represent the City in personnel-related hearings and investigations.
- Conduct research and recommend policies to improve personnel practices and programs.
- Provide input on staffing needs, reclassifications, and departmental budgets during the annual budget process.

### **Policy and Records Management:**

- Develop and implement personnel policies to maintain a positive and consistent work environment.
- Ensure the integrity and confidentiality of employee records and documentation.

## **MINIMUM QUALIFICATIONS:**

Tasks involve light physical effort, including extended periods at a computer or workstation. Occasional lifting or carrying of materials up to 20 pounds may be required.

**Applications may be submitted on line at [www.millingtontn.gov](http://www.millingtontn.gov) or in person at City Hall or the Personnel Office located at 7930 Nelson Road, Millington, TN.** To be considered for employment, you must complete the City of Millington's job application. You may also attach a resume and cover letter, but it is not required. The City of Millington is an Equal Opportunity Employer.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR INTERVIEWS OR TESTING.**

**Open: March 20, 2025**

**Date Closed: April 3, 2025 at 3:00 pm**