Announcement – Collierville Human Resource Director
The Town of Collierville, Tennessee (52,167 population) seeks an inclusive, visible, and collaborative leader to be its next Human Resource Director.

Located thirty minutes east of Memphis in Shelby County, Collierville residents enjoy the amenities, including park and open spaces, beautiful neighborhoods, world-renowned cultural arts opportunities, flourishing businesses, and countless community-engaging events throughout the year. Collierville has been recognized nationally as one of Money Magazine's "Best Places to Live in America."

Collierville is a progressive, innovative, full-service community, providing superior municipal services, including police and fire, with over 500 permanent Town employees and operates on an FY 2023 total budget of $240.8M, including a general fund budget of $71.8M. Residents are offered a strong quality of life in a safe and peaceful environment.

The Town of Collierville serves under a Mayor-Alderman/Town Administrator form of government and operates under a Private Acts Charter. The Human Resources Director reports directly to the Town Administrator and is a member of the Town Administrator's management team. As part of the leadership team, the Human Resources Director will also assist the Town Administrator in shaping the work culture as the organization continues to grow and thrive. The Human Resource Director will possess front-line visibility with all operating department heads, their management teams, and their respective employees. The ideal candidate is not only a champion for employees' concerns and issues but an information source for managers and employees, including their ability to balance the needs of the employees with the needs and direction of the Town.

The Human Resources Department provides human resource management services to all Town departments. The functions of the Human Resources Office are recruitment, selection, employment testing and retention of qualified employees, maintenance of employee and applicant records, administration of the Town's classification and compensation and employee benefit programs including Pension and OPEB, new employee orientation, the employee grievance procedure, unemployment and workers compensation, conducting supervisory and employee training.

The Human Resources Director is assisted in the day-to-day administrative and procedural requirements of this office by a Human Resource Manager, Compensation Manager, Benefits Manager, Recruiter, and HR Advisor.

Administration, Public Administration, or a closely related field; supplemented by six (6) years of professional personnel management experience, at least three (3) of which must have been in a supervisory or management capacity, preferably in a local government setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Professional certification preferred (SHRM-CP or SHRM-SCP, IPMA-CP or IPMA-SCP)
A starting salary based on the successful candidate's qualifications and experience will be offered, with an anticipated starting range between $100,000 to $130,000. The Town of Collierville provides excellent benefits, including a health insurance plan (medical, vision, and dental), no-cost health clinics available for employees and dependents of the Town's health plan, Town provided life and long-term disability insurance, flexible vacation and personal time off, sick leave, pension, and more. Please see the job profile at www.colliervilletn.gov/jobs for full benefit and job responsibility information.

The recruitment will remain open until the position is filled; however, the first review of resumes will occur on October 17, 2022. Interviews are anticipated to occur in late October. We invite professionals to submit an application, cover letter, and resume by visiting our website at www.colliervilletn.gov/jobs. The completed application and resume can be submitted by mail or delivered in person and directed to Human Resources, 500 Poplar View Parkway, Collierville, TN 38017. Or via email to applytoc@colliervilletn.gov or by fax to (901) 457-2295.

**Important** Note You must submit an official Town of Collierville application accompanied by a resume to be considered for this position. A resume will not be accepted in place of an application.

Please direct inquiries regarding this position to Anita M. Archambeau, AME Consulting, at 320-267-4411 or anita.archambeau@outlook.com.

EOE/AA/ADA
(Submissions in response to this recruitment are subject to release and disclosure to the media and general public under the Tennessee Public Records Act.)
RECRUITMENT ANNOUNCEMENT

Human Resource Director

Prepared For: Town of Collierville

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The Town of Collierville, located thirty miles east of downtown Memphis, has had a rich history as the second oldest Town in Shelby County Tennessee. Preserved Victorian homes, a tree-lined park in the center of the downtown business district, and summer concerts under the gazebo on warm summer nights remain a gentle nod to the past. Reverence for the value of citizen involvement in schools, institutions, and the community has always been the compass citizens used to move Collierville forward from a farming town to a flourishing and innovative suburban community.

The Town of Collierville, with approximately 52,000 residents, seeks an inclusive, visible and collaborative leader to be its next Human Resource Director. Located thirty minutes east of Memphis in Shelby County, Collierville residents enjoy the amenities, including park and open spaces, beautiful neighborhoods, world-renowned cultural arts opportunities, flourishing businesses, and countless community-engaging events throughout the year. Collierville has been recognized nationally as one of Money Magazine's "Best Places to Live in America."

Collierville is a progressive, innovative, full-service community, providing superior municipal services, including police and fire, with over 500 permanent Town employees and operates on an FY 2023 total budget of $240.8M, including a general fund budget of $71.8M. Residents are offered a strong quality of life in a safe and peaceful environment.

Residents are proud to call Collierville home and are extremely supportive of the municipal school system and local government. The community schools provide families the opportunity to enjoy close-knit relationships with school personnel as well as with other families. Youth receive an outstanding education and establish strong personal relationships in their formative learning years.

The Town is home to diverse businesses, including health care, manufacturing, and worldwide distribution centers. Collierville's economy positions the community for economic sustainability as one of only four Moody's Triple-A bond-rated communities in the State.

From an office perspective, Collierville has over 4,000 corporate headquarters jobs in town, occupying 1,700,000 square feet of Class-A office space. FedEx World Technology Center, Orgill, Helena Agri-Enterprises, Mueller Industries, JuicePLUS, MCR Safety, and IMC all call Collierville home. With over 400 acres of developable land zoned for office uses, this market segment is positioned for future growth.

On the industrial side, Collierville strategically sits at the crossroads of highways I-269, SR-385, and US 72, allowing for timely access to the Memphis International Airport, river, rail, and roads. Toronto, Ontario-based CCL Industries, Inc., has over 300,000 square feet of high-tech printing space and is a large regional employer. Approximately 300 acres of undeveloped industrial land are still available for future development.

Commercially, Collierville has a premier lifestyle center, Carriage Crossing, with over 700,000 square feet of total retail floor area. Boyle's Schilling Farms mixed-used development is a 450-acre project with multi-family and single-family housing, office and medical facilities, a school, and numerous restaurants. Collierville residents enjoy a wide variety of high-end restaurants to popular quick-serve establishments, as well as prominent big box retailers and charming privately held stores. This diverse mix of businesses is critical to our continued success.
Collierville’s organizational values are centered on Stewardship, Safety, Services, and Schools. Our guiding principles are to manage the Town’s resources effectively and with integrity (Stewardship), ensure citizens, visitors, and businesses feel safe (Safety), maintain and invest in infrastructure, services, and programs for all generations (Service), and deliver world class, quality education (Schools).

The Organization

The Town of Collierville is a Mayor-Alderman/Town Administrator (i.e. City Manager) form of government and operates under a Private Acts Charter. The present charter was adopted in 2001 and amended in 2017. Because Collierville is a Mayor-Alderman/Town Administrator form of government, policy-making and legislative authority are vested in the Mayor and five Aldermen. The Board is elected on a nonpartisan basis by popular vote. Board members serve staggered four-year terms. The Board is responsible for, among other things, passing ordinances, adopting the budget, assuming the tax rate, setting fees, appointing boards and commissions, and appointing the Department Heads.

The Human Resource Department
The Human Resources Department provides human resource management services to all Town departments. It is responsible for personnel policy development and implementation and for monitoring federal and state legislation to ensure compliance with a myriad of personnel laws. The use of the Human Resources Department’s services are intended to eliminate costly and unnecessary duplication of effort and thereby allow operating departments more time to concentrate on their primary responsibilities. This department administers a comprehensive personnel program incorporating all aspects of equal employment opportunity.

The functions of the Human Resources Office are recruitment, selection, employment testing and retention of qualified employees, maintenance of employee and applicant records, administration of the Town’s classification and compensation and employee benefit programs including Pension and OPEB, new employee orientation, the employee grievance procedure, unemployment and workers compensation, conducting supervisory and employee training.

The Human Resources Director is assisted in the day-to-day administrative and procedural requirements of this office by a Human Resource Manager, Compensation Manager, Benefits Manager, Recruiter, and HR Advisor.

The Position

The Human Resources Director reports directly to the Town Administrator and is a member of the Town Administrator’s management team. As part of the leadership team, the Human Resources Director will also assist the Town Administrator in shaping the work culture as the organization continues to grow and thrive. The Human Resource Director will possess front-line visibility with all operating department heads, their management teams, and their respective employees. The ideal candidate is not only a champion for employees’ concerns and issues but an information source for managers and employees, including their ability to balance the needs of the employees with the needs and direction of the Town.
**Essential Functions**

- Plans, develops, organizes, directs, and administers the operations of the Human Resources Department including recruitment and examination, classification, worker’s compensation, safety, benefits, and other Human Resources related programs.

- Responsible for the development, implementation, and ongoing administration of human resources management programs including employee recruitment, selection, placement, training, position classification and compensation, EEOC compliance, employee relations, benefits administration, performance management and evaluation functions, staffing needs assessment and planning/compliment control, and personnel budgeting.

- Responsible for the Town’s employee development and training programs through on-site seminars, and assists Department Directors and other Individuals to determine program needs and to evaluate and interpret human resources policies and procedures.

- Ensures compliance with federal and state legislation pertaining to all human resources matters.

- Develops, recommends, and revises departmental policies and procedures related to human resource issues in accordance with Town policies and procedures.

- Manages the Town’s worker compensation program including the determination of whether or not to challenge any given claim and the support work required to carry out much of the challenge.

- Analyzes situations that may increase the Town’s risk of exposure to legal liabilities, proposing actions or programs to minimize those potential liabilities.

- Oversees the provision of training to supervisory and management employees in the conduct of employee performance evaluations.

- Meets with the Town’s Department Directors to help determine anticipated vacancies or recruitment needs.

**Additional Functions**

- Oversees the preparation of vacancy announcements and assures they are published in the most appropriate advertising medium (local paper, professional association, journal newsletters, or national publication) to reach potential candidates; prescreens candidates to screen out those not qualified and refers only the best qualified applicants to department directors for interviews.

- Prepares appropriate reports to the Equal Employment Opportunity Commission and the Fair Employment Practices Commission; conducts special studies for the Town Administrator in human resources related fields and prepares a variety of personnel related reports for the Town Board members, the Town Administrator, and others.

- Attends Board of Mayor and Alderman meetings and other relevant government and business meetings where appropriate outside normal business hours.

- Performs other related duties and tasks as assigned.
**Position Requirements**

**Education and Experience**
The successful candidate will hold a Bachelor’s Degree with major course work in Personnel Administration, Business Administration, Public Administration, or a closely related field; supplemented by six (6) years professional personnel management experience, at least three (3) of which must have been in a supervisory or management capacity, preferably in a local government setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Ideal Human Resource Director Candidate Skills and Abilities**
- Be politically astute.
- Possess and apply superior management and leadership abilities.
- Demonstrate a listen, learn, lead approach to professional life.
- Highly visible, interactive and collaborative with all members of the organizations.
- Be a true servant and situational leader who is inclusive in the approach to Human Resource Management.
- Champions a positive organizational culture and fosters employee engagement.
- Provide clear direction and expectations for successful outcomes.
- Demonstrate trust in the staff without micromanaging and supporting employees to perform at their highest potential.

**Opportunities and Challenges**

**Policy Creation** – The selected candidate will need to develop and implement personnel policies and procedures, and work with the leadership team to support implementation.

**Recruitment** - The new Director will need to develop employee recruitment and retention strategies to help the organization remain competitive in the tight job market. Creative and innovative solutions are not only welcomed, but encouraged.

**Culture Development** – The Town’s workforce is evolving from a town to a growing Town with increased staffing levels who are challenged with providing additional services to the City’s growing population. The new Human Resource Director will be a partner in helping the Town Administrator continue to establish a positive and progressive work culture as Collierville grows.
**Compensation and Benefits**

Collierville offers a comprehensive compensation and benefits package. This position has a competitive salary range of $100,000 to $130,000 annually dependent upon qualifications and experience. Among its many benefits, Collierville is one of few employers that continues to offer a Defined Benefit Retirement Plan. Benefits offered by the Town include:

**Retirement** – The Town has two plans. Plan 1 is non-contributory and is fully employer funded; while Plan 2 is employer funded and allows for an additional employee contribution of 5%, subject to change.

**Social Security** – Collierville participates in Social Security with a 6.2% contribution from the employee and employer.

**Medical Plan** – Transparent pricing health insurance plan with current annual employer contribution up to $19,253 (85%) and annual employee contribution up to $3,204 (15%).

Dental and vision benefits also provided, paid for by the employee.

The Town has two (2) health clinics available for employee AND dependents on the Town’s health plan. There are NO co-pays for clinic visits and generic prescriptions can be obtained at NO cost.

**Paid Leave and Holidays** – Flexible time off for vacation and personal time. Additional time off includes ten (10) paid holidays and sick leave accrual at 12 days per year up to 960 hours (120 days).

**Deferred Compensation** – Additional deferred compensation options through third-party provider.

**Life Insurance** – Employer paid life insurance with option to purchase additional coverage.

**Long-term Disability** – Employer-paid. Enrolled the first day of the month after being employed for 6 months.

**Optional Benefits** – Dependent Care and Medical Spending Accounts, short-term disability, and other supplemental insurance. Employee Assistance Program provided at NO cost. Collierville employees receive many other benefits and perks.

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**Application and Selection Process**

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