



City of St. Charles, MO

Director of Human Resources



THE CITY

Since 1769, St. Charles, Missouri, a charming, historic city on the Missouri River, has been welcoming visitors to its shores. St. Charles is well known as the oldest city on the Missouri River. Founded by French Canadian fur trader, Louis Blanchette, the City was named “Les Petites Cotes” (“The Little Hills”), which later translated into St. Charles. St. Charles is a source of historical encounter, as it is the home of the Lewis and Clark Rendezvous, Missouri's First State Capitol, origin of the Boone's Lick Trail, and home to Daniel Boone.

The City of St. Charles is centered in the bull's eye of the central U.S. marketplace and attracts over 1.5 million visitors annually. Located just seven miles west of St. Louis-Lambert International Airport on Interstate 70, access is easy via air or land. Interstate 70 connects to a network of interstates, including I-270, I-55, I-44, and I-64.

Historic Main Street is a major attraction. South Main is well over 200 years old, making it Missouri's first and largest historic district, stretching over ten blocks. An area of brick-paved streets and one-of-a-kind shops and restaurants make it a desired destination for residents and visitors alike. St. Charles is known for its warm welcome, unique historical perspective, and beautiful sites.

The historical aspect of St. Charles comes to life through our many festivals and events throughout the year, including Fourth of July Riverfest, Legends and Lanterns, and Christmas Traditions. During these festivals, visitors can see historic characters come to life right before their eyes as they stroll along Historic Main Street.



The Streets of St. Charles is a distinctive 1,000,000 square foot mixed-use community with retail, dining, entertainment, hospitality, and residential and office components. A town square environment, unique in the market, offers all the latest amenities for shopping, sophisticated living, modern offices, casual and elegant dining, and entertaining.

A recent addition to the area is the St. Charles Trolley that will connect visitors to major points of interest throughout the City, including the St. Charles Convention Center, Streets of St. Charles, Main Street, Ameristar Casino, Bass Pro Shop Plaza, The Foundry Art Centre, and Frenchtown. Riders of the trolley will be able to learn some area history from their driver as they pass through each area of town.





THE COMMUNITY

The City of St. Charles is a growing community, with a current population of 67,569 that still enjoys that small town sense of community. St. Charles is known for its strong business friendly environment and support for development and growth opportunities. Areas such as The Streets of St. Charles, University Commons, New Town, and the Villages of Provence are all areas that speak to the commitment to quality growth and partnerships. Future plans for redevelopment of the riverfront and other areas of town all point to a continued, positive growing future for the City.

The City of St. Charles is headquarters for LMI Aerospace, Lindenwood University, Patriot Machine, RX Systems, Newco Enterprises, Client Services, and Master Clock. It is also home to the regional offices of Coca-Cola, Sysco, Royal Canin, Aspect, Southern Glazer's Wine and Spirits of Missouri, Boeing, and Old Dominion Freightway.

The largest employers in St. Charles City include The Boeing Company with over 1,100 employees; SSM Health Care – St. Joseph Hospital with over 1,300 employees; and Ameristar Casino with over 1,600 employees.

St. Charles offers numerous quality education facilities and is considered the major educational center for St. Charles County. The City of St. Charles is home to three outstanding school districts: St. Charles City, Francis Howell R-III, and Orchard Farm. All are known for their achievements in scholarship, curriculum and athletic programs. In addition, the community has several outstanding private schools, which have been a traditional part of St. Charles for many generations.



One of the private high schools, Duchesne High School, has won the State Girls Soccer Championship four years in a row, bringing home the trophy to St. Charles from 2013 through 2016. Further, higher education needs are served by Lindenwood University, which has been in the community since 1827, and St. Charles Community College.

Looking for entertainment options? St. Charles has a lot to offer in that area as well. St. Charles is home to The Family Arena, a 10,000-seat sports and entertainment venue that hosts a variety of concerts, family shows, and sporting events, including the St. Louis Ambush Soccer team.

The St. Charles Convention Center welcomes a variety of conventions and tradeshow that bring thousands of visitors to the area each year.



The Foundry Art Centre resides in what was once a 1920s train car factory, a structure formerly owned by American Car & Foundry. Rather than demolish the 36,800 square foot building, the City of St. Charles worked tirelessly to complete the renovation and opened the region's premiere, interactive, interdisciplinary art



THE COMMUNITY

center in the spring of 2004.

The Streets of St. Charles offers a variety of dining options, including Prasino, Bar Louie, P.F. Chang's, Firebirds Grill, Wasabi Sushi Bar, and Tucano's Brazilian Grill, with more opening soon. In addition, Streets offers a 14-plex AMC Movie Theatre, as well as a variety of shopping.

Ameristar Casino Resort Spa St. Charles offers gaming, a luxury hotel, a state-of-the-art fitness center, spa boutique, and a variety of restaurant options as well as many other restaurant and entertainment options throughout the city.

The City of St. Charles also offers twenty-three parks to serve its residents, with nature trails, swimming, and recreational activities. The Parks and Recreation Department of St. Charles offers a variety of programming, including youth and adult sports, fitness classes, day camps, trip programs, and much more.

CITY GOVERNMENT

The executive power of the City is vested in the Mayor, who is recognized as the head of the City Government. The Mayor is elected at large and serves a four-year term.

The City Council is cohesive, progressive, and dedicated to the effective leadership of the community. The City Council is comprised of ten Council members, who are elected by voters in each of the ten wards and serve three-year, staggered terms. Ward boundaries are established by ordinance following each decennial census and may be changed at other times. Wards are



comprised of compact and contiguous territory and contain, as nearly as possible, an equal number of inhabitants.

The Municipal Court shall be presided over by one or more judges, as determined by ordinance. Each shall be elected for a term of four years.

The Director of Administration supervises all departments that report to the Mayor and provides leadership in the delivery of efficient and effective management of City services. The City is a full service City including Police, Fire/EMS ambulance service, Public Works, Engineering, Finance, Information Technology, Community Development, Convention Visitors Center/Tourism, Clerks office, Legal Communications and Media, and Human Resources. The City employs more than 900 employees including full-time, part-time, and seasonal employees. The total City budget for 2017 is approximately \$130M.





THE ORGANIZATIONAL CORE VALUES

- Outstanding Customer Service
- Responsiveness and Follow Thru
- Professionalism
- Teamwork
- Multidirectional, Effective Communication
- Quality, Efficiency, and Effectiveness
- Maximizing Resources
- Innovation and Creativity
- Mentoring, Coaching, Training, and Development
- Pride in Everything We Do
- Exceeding Expectations

HUMAN RESOURCES DEPARTMENT

The Human Resources Department's focus is to serve the City by facilitating collaborative change in a professional, values-driven culture that aims to provide outstanding services in the most effective and efficient manner. This is accomplished by administering consistent programs, policies, and practices while ensuring City-wide compliance with Federal, State, and local laws and regulations.

The Human Resources Department is responsible for developing and managing a comprehensive human resources program for approximately 900 full, part-time and seasonal employees that serve the City of St. Charles community. This includes the delivery of a full range of services including the City's classification and compensation system, employee benefits, labor relations, recruitment and selection, risk management, safety programs, training and development, and payroll.



The Human Resources Director translates broad general guidance and policy into programs and advises the Mayor and City management on all human resource and risk management issues. This is accomplished with the assistance of 5.5 professional FTEs—including a seasoned professional HR Manager and HR Analyst. The Director is also responsible for developing, implementing, monitoring, and executing the Department's short-term and long-term goals, strategic plan, annual budget and expenditures, and organizational core values.



St. Charles is a wonderful and historic place to call home. In fact, the Midtown Neighborhood was the most recent to be named to the National Register of Historic Places by the National Park



LEADERSHIP & OPPORTUNITIES

The Human Resources Director is a critical member of the City's management team, so developing and maintaining relationships with the Mayor, elected officials, department heads, and all levels of employees, both union and non-union employees alike, is essential. Proven communication, interpersonal, and human relations skills, and the ability to interact with a wide variety of people possessing various attitudes and positions are all important and desirable qualities for the next Director.

The Human Resources Director must work closely with the current staff in the Human Resources Department to review their workload, understand their duties, and provide leadership in a fast-paced, multi-project environment that requires attention to detail and the discipline to finish projects, while simultaneously keeping an eye on the big picture.

The City Council has a strong desire to recognize and reward employees based on performance. As a result, the City has a strong desire to move to an innovative pay-for-performance program that meets the challenges of, and is acceptable to, the multiple union groups, in addition to being a tool to reward employees' performance that is simple and straightforward to implement and manage.

Investing in the City's most valuable asset, its employees, is critical. The Human Resources Department will be responsible for developing, implementing, and managing effective employee training programs, including a Supervisor's Academy and new employee orientation.

STRONG GROWTH

Centrally located in the heart of the strongest growth area in the greater St. Louis metropolitan area, St. Charles provides business and industry the necessary advantages to grow, prosper, and innovate for long term success.

Succession planning is a topic of focus for the leadership strategic planning efforts. The Human Resources Director will play a major role in the development and implementation of an effective succession planning model for today and for future years.

Over the last few years the City has implemented new employee evaluation forms and schedules. While these steps have resulted in major improvements in the past, the new Director will be expected to undertake a comprehensive review of the entire process and work with the leadership to implement the most effective approach.

The Human Resources Director is a member of the executive team and reports to the City Administrator/Director of Administration. The position is an "at-will" position and is appointed by the Mayor.





EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field; seven (7) years' progressively responsible Human Resources experience in a generalist role, including a minimum of two (2) years' labor relations experience; or any equivalent combination of experience and training that provides the knowledge, skills, and abilities to perform the job.
- Master's degree in Human Resources, Business Administration, or related field is preferred.
- Certification as a Professional Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Human Resources Certification Institute or other Professional certification in the Human Resources field is preferred.
- Ability to conduct various training; prepare professional written communications; give oral reports when called upon; and perform cost analyses is required.
- Experience working in a governmental municipality setting is preferred.
- Proficient use of Microsoft Word, Excel, and PowerPoint is required.

COMPENSATION & BENEFITS

The Salary Range for this position is \$100,680 to \$130,885 annually, depending on qualifications and experience. The City participates in the Missouri Municipal Retirement Fund, LAGERS, with the City paying 100% of the contribution and 100% vesting at 5 years. The City has a comprehensive, cost-effective benefits package that includes the following: medical, dental, life insurance, long-term disability, short-term disability, voluntary vision, flexible spending options, employee assistance program, and retirement and deferred compensation programs.

The City provides 20 days of annual vacation leave in addition to sick leave, funeral leave, jury leave, and military leave.

Reasonable relocation expense reimbursement is also provided.

APPLICATION & SELECTION PROCESS

View a complete position profile and online application instructions at: <http://bit.ly/SGRCurrentSearches>

For more information on this position, contact:

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