



# **DIRECTOR OF HUMAN RESOURCES**

Human Resources Department

**Annual Salary:**  
DOE/DOQ

Manor, Texas



Are you a strategic, people-centered human resources leader who can guide a growing organization through change while maintaining compliance, equity, and operational excellence? If so, apply to be the City of Manor's next Director of Human Resources.

The City is seeking an experienced, collaborative professional who brings:

- Broad municipal HR leadership experience
- Strong knowledge of labor relations, compensation, and benefits
- The ability to partner effectively with executive leadership and City Council

Guided by the City's values of People, Principles, Purpose, and Partnerships, this role offers the opportunity to shape a modern HR program in one of Central Texas's fastest-growing communities.

Executive Recruitment Provided by



# ABOUT THE COMMUNITY

The City of Manor is a rapidly growing community located approximately 12 miles east of downtown Austin in Travis County. Founded in 1872 along the Houston and Texas Central Railway, Manor has evolved from a small agricultural hub into a vibrant, diverse city poised for continued expansion due to its proximity to the Austin metro area, affordable land, and access to major transportation corridors including U.S. Highway 290 and SH 130.

Today, Manor is home to approximately 21,500 residents and maintains a strong sense of community while embracing new development. The City offers a variety of housing options, quality parks, and year-round community events such as Manor Palooza, Juneteenth celebrations, and Holidays in the Park. Residents enjoy access to nearby employment centers, excellent educational opportunities through Manor ISD and area universities, and a growing mix of retail and dining options.

Manor's commitment to smart growth is reflected in ongoing residential and commercial development, including the \$70 million Manor Crossing retail center and a new City Hall and Library complex. With a median household income of approximately \$86,477 and an average home value of \$333,800, Manor offers an attractive quality of life for professionals seeking both opportunity and community connection.



POPULATION  
**21,500**



MEDIAN HOUSEHOLD INCOME  
**\$86,477**



MEDIAN HOME VALUE  
**\$333,800**

History



Tourism



## GOVERNANCE & ORGANIZATION

The City of Manor operates under a Council-Manager form of government. The Mayor and six City Council Members are elected at-large and serve four-year terms. The City provides a full range of municipal services including public safety, public works, utilities, parks and recreation, community development, finance, and administrative services. The organization is supported by approximately 128 full-time employees and operates with a total annual budget of \$20.2 million.

# CITY OF MANOR



## ABOUT THE JOB

The Human Resources Department is responsible for developing and administering comprehensive HR programs that support the City's workforce and organizational goals. Reporting directly to the City Manager, the Director of Human Resources serves as a trusted advisor to executive leadership, City Council, and department directors.

Key responsibilities include overseeing labor relations, classification and compensation, recruitment and onboarding, benefits administration, training and development, and organizational development. The Director manages the department budget, ensures compliance with federal and state employment laws, oversees payroll and benefits administration, and supports Citywide workforce planning initiatives. The role also serves as a collaborative partner across departments and plays a critical role in supporting the City's continued growth.

[Full Job Description](#)



## DEPARTMENT STRUCTURE

Divisions within the Department:

- Human Resources Administration
- Benefits & Payroll

## DEPARTMENT QUICKFACTS



EMPLOYEES

**2**



DEPARTMENT BUDGET

**\$416,842**

## KEY PROJECTS FOR 2026

- Citywide Market Rate / Compensation Study
- HR policy and process modernization
- Workforce planning to support organizational growth

# THE IDEAL CANDIDATE

The ideal candidate is a seasoned municipal human resources professional who combines technical expertise with a collaborative, service-oriented leadership style. They are a confident communicator who can build trust across all levels of the organization while navigating complex personnel matters with discretion and fairness. This individual brings a strong understanding of public-sector HR practices, labor relations, and compliance requirements, along with the ability to anticipate organizational needs in a fast-growing environment. The successful candidate values equity, transparency, and employee engagement and is comfortable balancing strategic planning with hands-on operational leadership. Experience supporting executive leadership and City Council in a council-manager environment is essential.



## EXPERIENCE & QUALIFICATIONS

### Required:

- Bachelor's degree in Human Resources, Public Administration, or a related field
- Five (5) years of progressively responsible human resources experience
- Experience across core HR functions including recruitment, compensation, benefits, labor relations, and training
- PFIA and HIPAA certified
- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy

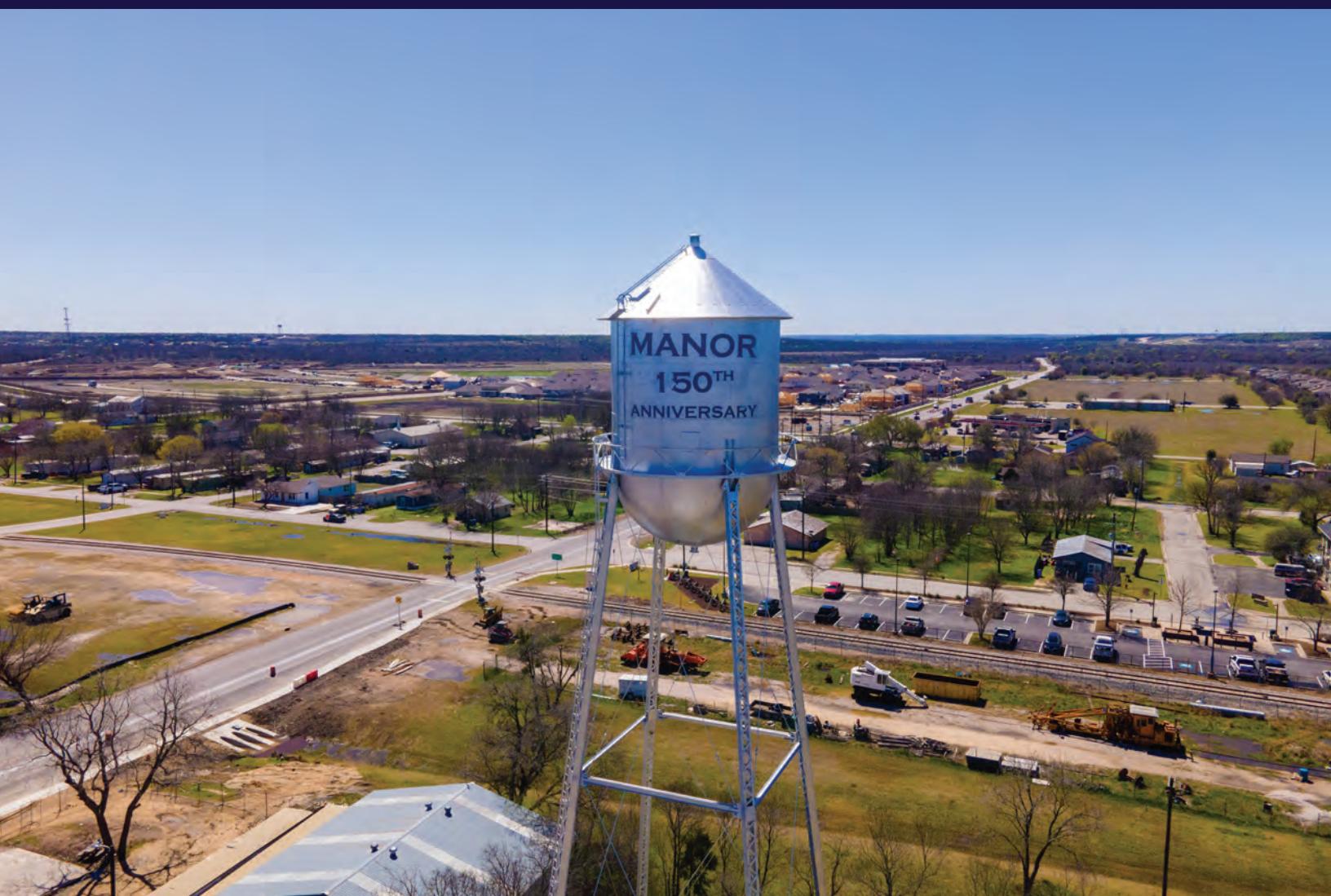
### Preferred:

- SHRM-CP or HRCP-PHR certification, First Aid and CPR/AED Telecommunicator I certifications
- Advanced knowledge of employment law and public-sector HR best practices

# SALARY & BENEFITS

The City of Manor offers a competitive annual salary, dependent on qualifications and experience. The City provides a comprehensive benefits package designed to support employee health, wellness, and long-term financial security.

Benefits include medical and dental coverage through Blue Cross Blue Shield, participation in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 City match, five-year vesting, and retirement eligibility at 20 years of service or age 65. Employees receive 17 paid holidays annually and are supported with a City-issued cell phone. The City promotes a professional, collaborative work environment and is committed to employee development and organizational excellence.



## HOW TO APPLY

[Apply Here](#)



For more information on this position, contact:

**Margie Rose, Senior Vice President Executive Recruitment**

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*The City of Manor is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. Finalists will be subject to a comprehensive background check.*