



DIRECTOR OF HUMAN RESOURCES

Port Arthur, Texas

Annual Salary:

\$117,701 – \$173,187 DOE/DOQ

PORT ARTHUR
T E X A S

Are you a strategic and service-driven human resources leader who can modernize policies, guide organizational change, and support a diverse workforce? **If so, apply to be the City of Port Arthur's next Director of Human Resources!**

We're looking for an exceptional, collaborative leader who is:

- Experienced in public sector human resources and civil service systems
- Skilled in labor relations, policy development, and organizational alignment
- A strong communicator and trusted advisor to executive leadership

Join a community committed to progress and excellence in public service—read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Port Arthur is a coastal Texas city with a diverse, small-town feel and a strong industrial backbone. Known for its rich Cajun culture, scenic waterways, and deep roots in the petrochemical industry, Port Arthur offers residents an affordable lifestyle with access to nature, culture, and economic opportunity.

Located approximately two hours east of Houston along the Gulf Coast, the city provides access to beaches, wildlife refuges, and state parks, along with numerous festivals and cultural attractions. Historically shaped by its role as a major energy hub, Port Arthur continues to host industry leaders such as Motiva and Valero while investing in revitalization efforts and infrastructure improvements.

Today, the city blends historic character with modern industry, creating a dynamic environment for both residents and professionals.



POPULATION
55,799



MEDIAN HOUSEHOLD INCOME
\$45,752



MEDIAN HOME VALUE AVERAGE MONTHLY RENT
\$96,900 **\$996**

[History](#)



[Tourism & Activities](#)



GOVERNANCE & ORGANIZATION

Port Arthur operates under a council-manager form of government. The Mayor is elected at-large for a three-year term, and the City Council consists of six members (four district representatives and two at-large), each serving three-year terms.

Port Arthur is a full service City, including:

- Public Works
- Police and Fire Services
- Water, Wastewater, and Solid Waste Services
- Recreation and Library Services



THE JOB

The Human Resources Department provides comprehensive personnel services including recruitment, classification and compensation, benefits administration, employee relations, training, and risk management. The department also supports civil service functions and labor negotiations.

Reporting to the City Manager, the Director of Human Resources will:

- Lead and modernize all HR programs, policies, and procedures
- May serve as Chief Labor Negotiator and manage collective bargaining processes
- Oversee classification, compensation, recruitment, and employee development
- Administer benefits, risk management, and safety programs
- Advise executive leadership, City Council, and the Civil Service Commission

[Full Job Description](#)



DEPARTMENT STRUCTURE

DIVISIONS WITHIN THE DEPARTMENT

- RECRUITMENT & SELECTION
- COMPENSATION & CLASSIFICATION
- BENEFITS & RISK MANAGEMENT
- EMPLOYEE RELATIONS & TRAINING



EMPLOYEES

8



DEPT. BUDGET

\$1.0
MILLION

KEY PROJECTS FOR 2025

- ALIGN RECENTLY COMPLETED COMPENSATION AND CLASSIFICATION STUDY WITH HR POLICIES AND CITY ORDINANCES
- CONDUCT A COMPREHENSIVE REVIEW AND UPDATE OF HR POLICIES AND PROCEDURES
- LEAD UPCOMING COLLECTIVE BARGAINING NEGOTIATIONS
- MODERNIZE RECRUITMENT, ONBOARDING, AND RETENTION STRATEGIES
- COMPLETE AN ORGANIZATIONAL ASSESSMENT OF THE HUMAN RESOURCES DEPARTMENT



IDEAL CANDIDATE

The ideal candidate will be a knowledgeable and ethical human resources leader with strong experience in public sector HR and civil service systems. This individual will bring expertise in federal and state employment laws and demonstrate the ability to collaborate effectively with City leadership and department directors.

They will be a confident communicator, capable of delivering clear recommendations and presentations both verbally and in writing. The successful candidate will possess strong analytical and decision-making skills, sound judgment, and the ability to lead complex initiatives. A high level of integrity, professionalism, and negotiation expertise—particularly in labor relations—is essential to success in this role.

EXPERIENCE & QUALIFICATIONS

REQUIRED:

- Bachelor's degree in human resources, business, public administration, or a related field
- 8–10 years of progressively responsible HR experience
- Minimum of 5 years in a senior management or leadership role
- Ability to obtain a professional HR certification if not already held

PREFERRED:

- Master's degree in a related field
- Professional certifications such as SHRM-CP, SHRM-SCP, PHR, SPHR, or IPMA-CP
- Experience in municipal or public sector HR
- Experience with civil service systems and collective bargaining





SALARY & BENEFITS

Compensation: \$117,701 – \$173,187 DOE/DOQ

Health Benefits: Medical, dental, vision, life, and supplemental insurance

Paid Leave: Vacation, sick leave, and paid holidays

Retirement: Texas Municipal Retirement System (TMRS) with employee contribution and City match; optional deferred compensation plans

Additional Perks:

- Potential relocation assistance
- Professional development opportunities
- Access to employee wellness resources

HOW TO APPLY

Apply Here



For more information, contact:

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