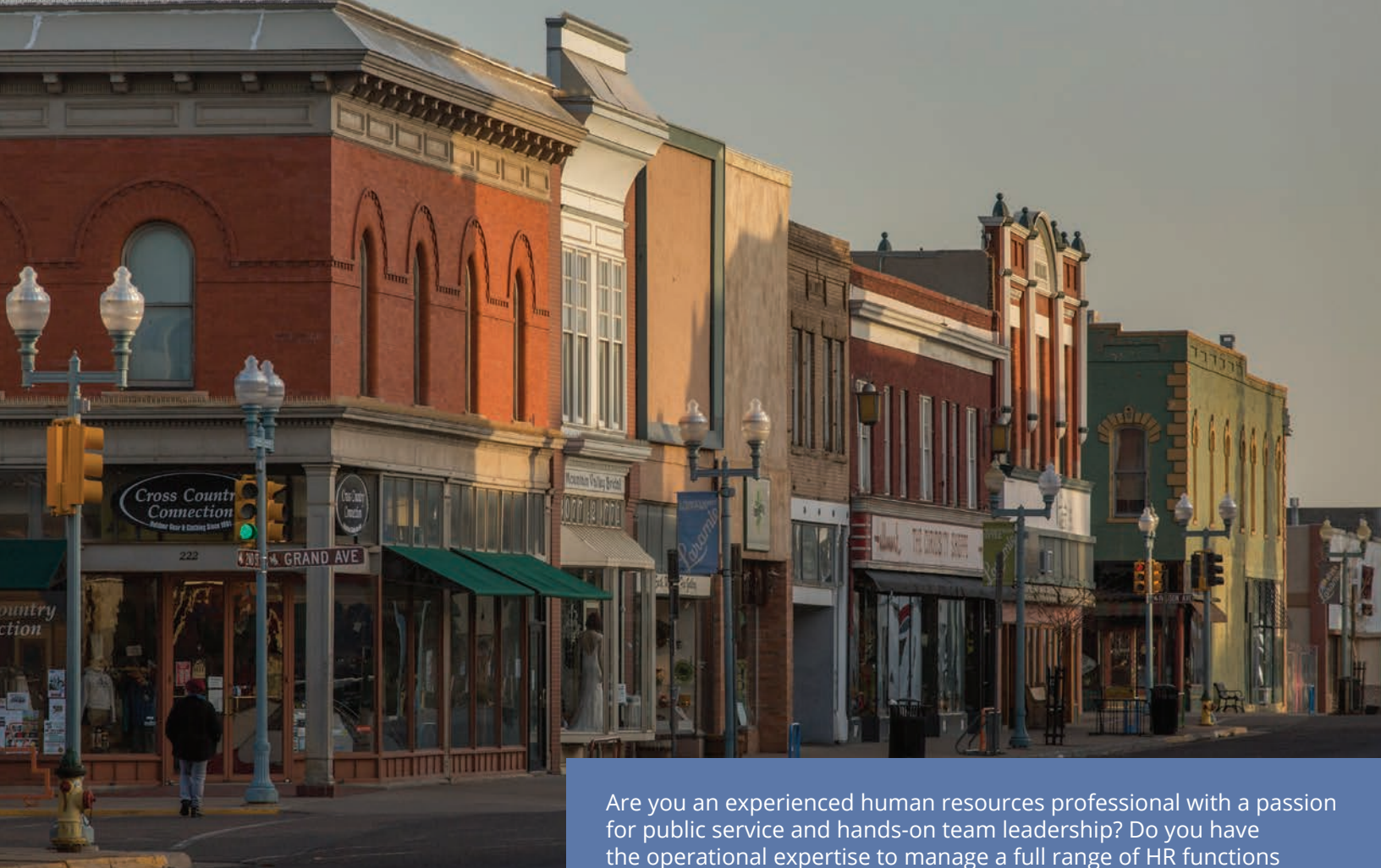




HUMAN RESOURCES MANAGER

Annual Salary:

\$80,293 – \$120,161 annually, DOQ

City of Laramie, Wyoming

Are you an experienced human resources professional with a passion for public service and hands-on team leadership? Do you have the operational expertise to manage a full range of HR functions while helping build a stronger, more resilient workforce in one of Wyoming's premier university communities?

If so, the City of Laramie invites you to apply to become its next Human Resources Manager.

Reporting directly to the Human Resources Director, the HR Manager serves as the department's primary operational leader, directly supervising the Senior HR Generalist and HR Coordinator while managing employee relations, recruitment and staffing, training and development, performance management, and day-to-day HR service delivery. This position will play a pivotal role in stabilizing and strengthening a currently short-staffed department while the HR Director focuses on citywide strategy.

We're seeking a dedicated HR leader who is:

- A strong fit for an easy-going, dedicated team that works diligently to address organizational challenges
- Comfortable carrying a full operational workload while directly supervising and mentoring HR staff
- Collaborative, hands-on, and committed to consistent, equitable HR service delivery

If you're ready to help build a stronger HR team and support the City of Laramie's workforce, we encourage you to learn more about this outstanding opportunity.

ABOUT THE COMMUNITY

Located in southeastern Wyoming, Laramie — the “Gem City of the Plains” — offers residents a distinctive blend of small-city affordability, university-town culture, and access to some of the West’s best outdoor recreation. Perched at an elevation of 7,165 feet along Interstate 80, Laramie sits about 50 miles west of Cheyenne and within easy reach of Fort Collins and Denver, Colorado.

The City is home to the University of Wyoming, the state’s only four-year public university, founded in 1886 and enrolling more than 12,000 students. That university presence gives this small, somewhat remote city an outsized dose of cultural vibrancy, and residents describe a strong sense of community pride, with a full calendar of events that enhance quality of life year-round.

Outdoor enthusiasts are drawn to the Snowy Range Mountains, Vedauwoo’s striking rock formations, Curt Gowdy State Park, and the nearby Medicine Bow National Forest, offering hiking, fishing, skiing, and mountain biking in every season. Laramie’s historic downtown is listed on the National Register of Historic Places.

ABOUT THE CITY OF LARAMIE

The City of Laramie is a full-service municipal government providing police and fire protection, public works, parks and recreation, planning, and administrative services to nearly 33,000 residents. The City operates on an FY27 adopted budget of \$98,736,842 and employs approximately 290 staff, plus provisional employees.

Under the executive leadership of the City Manager, City departments offer services guided by the mission to build community through respect, integrity, teamwork, and stewardship. Investing in and retaining a talented, well-supported workforce is a continued priority as the City works to deliver consistent, high-quality services to residents.

The next Human Resources Manager will play an instrumental role in stabilizing the HR Department and building the team that supports that mission.

GOVERNANCE & ORGANIZATION

The City of Laramie operates under a council-manager form of government. Residents elect a nine-member City Council from three wards to staggered four-year terms with no term limits; the Council in turn appoints the City Manager, City Attorney, Municipal Court Judge, and several board and commission members.

The Human Resources Department acts as a partner to the City Manager and all other City departments, and the Human Resources Manager works closely with the HR Director, department heads, and City staff to ensure HR programs and services are administered consistently, efficiently, equitably, and responsively.



POPULATION
32,284



MEDIAN HOUSEHOLD INCOME
\$55,613



MEDIAN HOME VALUE
\$319,500
AVERAGE MONTHLY RENT
\$925

History



Tourism





ABOUT THE JOB

Reporting directly to the Human Resources Director, the Human Resources Manager serves as the department's senior operational leader, directly supervising the Senior HR Generalist and HR Coordinator while translating the Director's strategic direction into effective, day-to-day HR operations.

The Manager exercises independent judgment on routine and moderately complex matters — escalating high-risk, precedent-setting, or executive-level issues to the Director — and maintains primary operational responsibility across the department's core service areas.

HRIS administration is a core part of this role: the Manager shares responsibility with the Senior HR Generalist for HRIS configuration and workflow design, maintains operational accountability for the accuracy of routine HRIS transactions, supports HRIS governance-related administration, and oversees the HR metrics and dashboards that inform workforce decisions citywide.

The successful candidate will provide operational leadership for:

- Employee relations and workplace investigations
- Recruitment, staffing, and pre-employment processes
- Organizational training and development
- Performance management
- Onboarding and new-hire administration
- Leave, benefits, retirement, and workers' compensation oversight
- EEO reporting and unemployment claims
- Records retention and HRIS administration
- Job description and classification administration
- Staff supervision, coaching, and mentorship

[Full Job Description](#)



DEPARTMENT STRUCTURE

The Human Resources Manager directly supervises two positions within the department while working collaboratively with the HR Director to support the full organization.

POSITIONS REPORTING TO THE HR MANAGER

- Senior HR Generalist
- HR Coordinator

ORGANIZATION QUICK FACTS



DEPARTMENT BUDGET

\$575,525



DEPARTMENT STAFF

3.5 FTE



CITYWIDE EMPLOYEES

~290

PLUS PROVISIONALS

KEY INITIATIVES

The next Human Resources Manager will help shape the department's success by leading several important near-term priorities.

Departmental Stabilization

Help stabilize a currently short-staffed department, absorbing clerical duties as needed until the team is fully staffed.

Team Development

Directly supervise, train, and mentor the Senior HR Generalist and HR Coordinator, building a cohesive, high-performing team.

Operational Ownership

Assume day-to-day management of recruitment, employee relations, training, and performance management, allowing the HR Director to focus on citywide strategy and initiatives.

Consistency & Compliance

Bring structure and consistency to workplace investigations, exit interviews, EEO reporting, and unemployment claims administration.

THE IDEAL CANDIDATE

The ideal Human Resources Manager is, above all, a good fit for the organization. The City of Laramie's HR team is easy-going and dedicated, working diligently to address the department's challenges, and the new Manager must be able to work well with the team from day one — coaching, training, and building trust with staff while carrying a full operational workload.

The successful candidate will possess considerable knowledge of HR operations, employee relations, recruitment, performance management, and employment law, along with the independent judgment to resolve routine and moderately complex matters and the good sense to know when to escalate.

The ideal candidate will have a natural eye for how things can work better — identifying opportunities to improve processes, strengthen operational effectiveness, and build greater consistency across HR. This person will enjoy being part of a rebuilding effort and helping shape stronger, more efficient HR systems and practices for the future.

Beyond technical credentials, the City seeks an approachable leader who communicates clearly, maintains confidentiality, and is comfortable translating organizational strategy into effective, everyday HR practice — someone who is proactive, hands-on, and ready to help rebuild departmental capacity while supporting the broader organization.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in human resources, business administration, public administration, organizational management, or a closely related field.
- Seven years of progressively responsible professional HR experience across multiple disciplines, including employee relations, recruitment, policy administration, benefits, compensation/classification, or HR operations.
- Experience providing work direction, project leadership, or staff supervision.
- Equivalent combinations of education and experience will be considered.

Preferred:

- Three or more years of broad generalist HR experience; five years of supervisory or HR-management experience.
- Municipal or other public-sector HR experience.
- SHRM-CP, SHRM-SCP, PHR, SPHR, IPMA-CP, or a comparable HR certification (may be obtained within one year of appointment if not already held).
- Experience conducting workplace investigations, and with HRIS administration, compensation, classification, and process improvement.

SALARY & BENEFITS

The City of Laramie offers a competitive compensation package designed to attract experienced HR professionals committed to public service.

Compensation

- Salary range of \$80,293 – \$120,161 annually, dependent on qualifications and experience.

Health & Wellness

- Health, life, and disability insurance
- Free membership to the City's recreation center

Retirement

- Participation in the Wyoming Retirement System, with a 9.621% employer contribution rate and 9.499% employee contribution
- Optional 457 deferred compensation plan and Roth IRA

Other Benefits

- City-provided cell phone
- Participation in Social Security
- Veteran's Preference hiring practices
- No residency requirement

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HOW TO APPLY

Apply Here



For more information on this position, contact:

Larry Gilley, Senior Vice President, Executive Recruitment

larrygilley@governmentresource.com | 325-660-4208

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