



City of Kent

# Human Resources Director

## Recruitment Announcement

**Annual Salary Range \$150K - \$236K**

**KARRAS**  
CONSULTING

1802 BLACK LAKE BLVD SW, SUITE 101 • OLYMPIA, WA 98512 • 360-867-1410 • [KARRASCONSULTING.NET](http://KARRASCONSULTING.NET)

## THE KENT COMMUNITY

The sixth-largest city in the State of Washington and the third-largest in King County, the City of Kent lies in the heart of the Seattle-Tacoma metroplex. The City, which is 34 square miles and has close to 140,000 residents, is at the center of a burgeoning tech and space industry anchored by companies including Blue Origin, Boeing, Hexcel, Stokes Space, and Exotic Metals.



Where people **choose to live** &  
businesses **change the world**.

Kent is central to what the Pacific Northwest has to offer, including Mount Rainier and Olympic National Parks; rugged coastlines; NFL, MLB and NHL teams; world-class skiing; regional wineries and breweries; and some of the best hiking trails on the planet. With easy access to I-5 and Highway 167, as well as a commuter rail stop and two light rail stations currently under construction, getting to all the amazing amenities of the Pacific Northwest could not be easier. Kent is also home to the accesso ShoWare Center – a 6,000-seat, 150,000 square foot LEED certified multi-purpose arena located downtown. The accesso ShoWare Center is home to the Seattle Thunderbirds Hockey team and an indoor soccer team. The building also hosts concerts, family shows, professional and exhibition sports, trade shows, and community gatherings.

The City maintains 1,268 acres of open space and natural areas, along with 64 developed parks. Residents enjoy 61 miles of trails and numerous athletic fields that boast a total of 19 ballfields and 14 tennis courts, a community center, and a regional Senior Activity Center, as well as the City-owned Riverbend Golf Complex. Kent also has several lakes including Lake Meridian, which is a prime location for swimming, waterskiing, boating, fishing, and more. In addition, the Green River flows through Kent; this river supports one of the largest Coho and Pink salmon runs in Washington.

## CITY ORGANIZATION

The City of Kent operates under a “strong mayor” form of government in which the Mayor works full-time as the leader of the organization. Mayor Dana Ralph has the sole discretion to appoint the City’s Executive Leadership Team and works with department directors, through the organization’s Chief Administrative Officer, to develop policy, programs, and services that benefit Kent residents and businesses. She is also responsible for preparing and transmitting the City’s budget. In addition to the Mayor, Kent residents elect seven City Council members who serve at large for four-year terms. Kent employs a team of approximately 755 benefited employees and 230 temporary positions working with \$852 million biennial operating and capital budgets.

## ABOUT THE HUMAN RESOURCES DEPARTMENT

The City’s Human Resources (HR) Department has 15 employees and includes the following divisions: Benefits, Labor Relations/Classification & Compensation, Recruitment, Risk Management, Human Resources Information Systems, and a Government Performance Coordinator. The 2023 HR annual budget, which includes Medical and Risk Funds, is nearly \$32 million.



## ABOUT THE POSITION

Under the direction of the Chief Administrative Officer, and as a key member of the City's leadership team, the HR Director will be expected to lead the HR Department as it plays a key role in the management and development of the City's talented workforce. Major areas of focus will include:

• **Strategically manage all aspects of human resources, including:**

- Recruitment, retention, and succession planning
  - Processes that integrate with payroll
  - Benefits as well as leave regulations
  - Collective bargaining and labor relations
  - Investigations and employee accountability
  - City policy development and maintenance
  - Employee performance review and training
  - HR Information System (Workday)
  - Worker's compensation and worker safety
  - Self-insured medical insurance programs
  - Risk Management including liability and property insurance programs
  - Annual open enrollment process
- **Be responsible for the development and administration of the HR department budget**
- **Manage the HR department through a culture of positivity, trust, competence, creativity, consensus building, customer service, and accountability**
- **Be solution-oriented, innovative, and proactive when addressing issues facing the workforce**
- **Establish and maintain positive relationships with employees at all levels of the organization through proven communication, interpersonal, and human relations skills**
- **Suggest and establish programs and practices to maintain and improve employee engagement and performance**
- **Support a culture of "One Kent" where employees, divisions, and departments are working together toward our common goals**
- **Advocate for employees when appropriate while balancing the interests of the organization**
- **Be an agent of positivity, hard work, employee growth, and connectiveness, and set the tone for the City's workforce**

## DESIRABLE QUALIFICATIONS

Bachelor's degree plus eight years of HR management experience in the above areas of focus. Public sector HR experience is desirable. Master's degree, SHRM, HRCI, or IPMA-HR certification is a plus.

In lieu of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential functions of the job.

## IDEAL CANDIDATE

The City of Kent is seeking a visionary leader who is adaptable, flexible, and creative. The ideal candidate will have exceptional communication skills, will be able to handle difficult conversations with empathy, and will be able to make technically difficult recommendations and decisions with confidence and clarity.

The HR Director will inspire others and have the skills and knowledge to support and guide the HR team while problem-solving, and will help craft innovative solutions. Our future HR Director will be approachable, empathetic, and respectful, will promote a positive and professional work environment, and will support and empower staff.

## COMPENSATION

**The annual salary range for this position is \$150K - \$236K.** The City also provides a robust benefits package, including health, dental, and vision insurance; flexible spending accounts, life, AD&D and long-term disability insurance; 13 paid holidays; sick and annual leave. The position is also eligible for management benefits that can be used for additional time off, as well as employee assistance and wellness programs. Kent participates in the Washington State Department of Retirement Systems program and offers a supplemental 457(b) deferred compensation plan.

## APPLICATION PROCESS

**Persons interested in this job must submit a cover letter and current resume by visiting [www.karrasconsulting.net](http://www.karrasconsulting.net) and clicking on "view open positions." Resumes should indicate the size of staff and budgets managed.**

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. To be considered for the first round of interviews please submit your application materials as soon as possible but **no later than October 9, 2024.**

The City gives equal consideration and treatment to all employees and applicants for employment based on qualifications and merit, without unlawful discrimination based on race, creed, color, national origin, families with children, sex, sexual orientation, gender expression or identity, religion, age, marital status or military status. Diverse candidates are encouraged to apply. Applicants who wish to request Veteran's Preference will need to submit a DD214 form with their resumes.