



# HUMAN RESOURCES DIRECTOR

Starting Salary Range:

**\$106,683 - \$117,759**

*Plus Excellent Benefits*

*Apply by*  
**August 22, 2021**  
*(open until filled)*

**PROTHMAN**



## MOSES LAKE, WASHINGTON



Moses Lake, Washington, is situated on the shores of the lake that inspired its name and it is centrally located between Seattle and Spokane on Highway 1-90

between fields of agriculture, freshwater lakes and popular recreational destinations. The area enjoys on average 300 sunny days a year and recreational opportunities abound with world-class fishing, hunting, biking, hiking, camping, golf, boating, ballooning and hydro races. Moses Lake is situated in central Washington State in an outdoor recreation mecca. Moses Lake is the lake that shares the City's name and many visitors come to enjoy water sports activities on Moses Lake. The lake has 120 miles of shoreline, covering 6,500 acres, and is one of the largest natural freshwater lakes in the state.

The Surf 'n Slide Water Park is also a top attraction for Moses Lake and it is considered the state's premier outdoor aquatic center. The water park is open from Memorial Day through Labor Day, and the main features are the 200-foot water slides, the lazy river, the surfing simulator, the beach and bay swimming area, and sand volleyball courts.

Moses Lake is host to several festivals and other community events throughout the year, such as tournament league baseball, Moses Lake Rodeo Roundup, and the Moses Lake Spring Festival. Held over Memorial Day weekend, this festival kicks off the summer tourist season. Entertainment includes live music performances, a Kiddie Parade, a Grand Moonlight Parade, carnival-style rides and games, a car show and a basketball tournament. Moses Lake is also home to the Grant County Fairgrounds which hosts an annual fair, as well as other events throughout the year.



Moses Lake's history is rooted in its place in aviation history as the city grew up around the former Larson Airforce Base which is now the Grant County International Airport. Moses Lake also has a backbone economic base in agriculture, and it is still known for its fresh tree fruit and a variety of crops associated with the food processing industry.

Manufacturing and technology have become important to the local economy as several companies have moved to the area, including Aerotec, REC and Chemi-con, complementing the Boeing presence at the Port of Moses Lake/Grant County International Airport.

The Port of Moses Lake operates the Grant County International Airport, one of the largest airports in the western United States. The airport is now a world class heavy jet training and testing facility that has been used by the Boeing Company, the U.S. Military, and many air carriers from around the world.

The Moses Lake School District has ten elementary schools, three middle schools, one high school, the Real World Academy (a "maker's" high school) in development and a technical skills center, which together offer a high quality of teaching and many extra-curricular activities to its students. Moses Lake is also home to Big Bend Community College which provides higher education opportunities for the region and enrolls over 4,000 students a year. Recent investments in the BBCC campus and its programs make it one of the top community colleges in the state.

Moses Lake has a growing arts and culture scene fueled by Columbia Basin Allied Arts based at Big Bend Community College, the Moses Lake Museum and Arts Center, and designs on a revitalized downtown/creative district.



## THE CITY

The City of Moses Lake was incorporated in 1938. Its current population is estimated at nearly 24,000 and it is the largest city in Grant County. Moses Lake has a council-manager form of government. Seven council members are elected by the voters and represent the entire community and the Mayor is elected by the council members. The City Manager is appointed by the City Council. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

City departments include: Administration, Finance, Community Development, Municipal Services (includes Public Works and Engineering), Parks & Recreation, Police, Fire, Human Resources, Municipal Court and Utilities (includes water, sewer, storm water, garbage and ambulance). Moses Lake's budget for 2021 is \$95,096,000 with a General Fund of \$29,536,000. The City employs 213 regular FTE's and over 200 seasonal workers. The City of Moses Lake Civic Center opened its doors in January 2012. The building includes City Administration, Finance, Utilities, and the Moses Lake Museum & Art Center. Facilities available for public use in the Civic Center are the Civic Center Auditorium, Council Chambers, and the Avenue. The Avenue is designed to provide a social gathering place for before/after meetings, events, and art shows. The Civic Center is located at the nine-acre Civic Center Park which includes an open park area, picnic tables, the WSU Grant/Adams Master Gardeners Drought-Tolerant Demonstration Garden area, the Civic Center Annex (former City Hall), the Moses Lake Public Library, and the Chamber of Commerce building.

The Moses Lake Parks & Recreation Department operates an extensive park system that features numerous recreational sites and programs. Facilities include the Surf 'n Slide Water Park, the Moses Lake Museum & Art Center, Cascade Campground, boat launches, playing fields, picnic shelters, an ice rink, a roller skating rink, a recreation center, an athletic complex, a remote control track, a skate park, and the Centennial Amphitheater. The amphitheater features a casual grassy bowl seating area and spectators enjoy the view, performances and shows with the lake serving as a beautiful backdrop.

## THE DEPARTMENT & POSITION

The Human Resources Department's primary focus is employee relations and management. The department develops and administers programs designed to increase the City's effectiveness through its hiring and benefit process, policies and procedures, employee training, and labor negotiations. The department partners with departments and outside organizations to recruit and retain a workforce capable of performing the City's work and to develop a safe, positive, and gratifying work environment and provide excellent customer service to the citizens of Moses Lake. The Human Resources Department operates with 3 FTEs and has a projected 2022 budget of \$411,000.

The Human Resources Director serves as a key member on the management team of the City Manager in the oversight of human resources functions including recruitment, policy development, training and compensation/benefits administration for the City of Moses Lake. Essential functions of the position include reviewing, revising, and developing human resources and citywide policies and procedures, and maintaining electronic or paper oversight for all staff. This position also conducts research and provides advice and guidance to department directors, managers, and supervisors on personnel issues and state/federal laws, and serves as chief negotiator for labor agreements with existing bargaining units.

For a full job description, please view the attachment found [here](#).



## CHALLENGES & OPPORTUNITIES

- 1) Employee relations, onboarding/recruitment, and employee policy updates.
- 2) Labor negotiations and labor relations.
- 3) Building a positive workforce culture/training.

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in a course of study related to the occupational field; or an equivalent combination of education, experience, and training which provides sufficient knowledge to competently perform the duties and responsibilities of the position is required. Candidates must have experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three (3) to five (5) years of related experience.

The ideal candidate will have experience in the public sector, be IPMA or SHRM CP or SCP certified, and have CLRP certification.

Any satisfactory combination of the above experience which clearly demonstrates the ability to perform the above duties will be considered.



### Necessary Knowledge, Skills & Abilities:

- Knowledge of federal, state, and local laws related to human resource management.
- Knowledge of collective bargaining principles and practices.
- Knowledge of human resource management principles and practices.
- Knowledge of city and department policies, procedures, and practices.
- Knowledge of the principles of management and supervision.
- Knowledge of budget management principles.
- Knowledge of records management principles.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in establishing and maintaining effective working relationships.

## COMPENSATION & BENEFITS

- **Starting Salary Range: \$106,683 - \$117,759**
- Medical / Dental / Vision
- Life Insurance
- Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Plan
- Employee Assistance Program

**Please visit:**  
**[www.cityofml.com](http://www.cityofml.com)**

The City of Moses Lake is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 22, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "City of Moses Lake, WA – Human Resources Director" and click "Apply Online" or click [here](#).



**[www.prothman.com](http://www.prothman.com)**

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