

INVITING APPLICATIONS FOR THE POSITION OF
Human Resources Director



DOUGLASVILLE
— — — — — GEORGIA — — — — —



ABOUT THE COMMUNITY

The City of Douglasville, Georgia is seeking a new Human Resources Director to join our leadership team. Located just a few miles west of downtown Atlanta, Douglasville is a vibrant and growing community with a friendly atmosphere and a strong sense of place. With a population exceeding 40,000, the city is home to a thriving business sector, advanced technology centers, and several Fortune 500 companies. Its strategic location near major transportation corridors, including I-20 and Hartsfield-Jackson Atlanta International Airport, positions Douglasville as a regional hub for innovation, commerce, and opportunity. The city offers an exceptional quality of life supported by competitively priced housing, making it an ideal place to live, work, and grow.

Douglasville is also known for its strong commitment to arts and culture. The Cultural Arts Council of Douglasville/Douglas County, located in the historic Roberts-Mozley House, serves as the heart of the local arts scene. The Council presents a full calendar of concerts, literary events, and art exhibitions that showcase regional talent. Public art installations, including colorful murals and sculptures, add vibrancy throughout the city.

The city's recreational amenities contribute significantly to its community appeal. Douglasville maintains over 100 acres of parks and greenspaces, including Hunter Park, Jessie Davis Park, the Douglasville Town Green, and nearby Sweetwater Creek State Park. These venues offer outdoor activities ranging from hiking and biking to disc golf and family movie nights. The West Pines Golf Club features a professionally designed 18-hole course, and residents enjoy a wide variety of festivals, concerts, and cultural events throughout the year. Douglasville is a place where families, professionals, and businesses can thrive. Come see how life happens here in Douglasville.



ABOUT THE GOVERNMENT

The City of Douglasville operates under a Council/Manager form of government. The Mayor and City Council appoint a City Manager who is responsible for the city's day-to-day operations. The City's workforce of over 400 employees provides a full range of services including Police, Community Development, Public Services, Parks & Recreation, Municipal Court, Finance, Engineering, Human Resources, and the City Clerk's Office. To further connect these services to the community, the City offers "A Dose of Douglasville", a 10-week program to acquaint residents of Douglasville with the structure of the City government and services provided.

The culture of the City of Douglasville promotes flexibility; values hard work and supports a healthy work-life balance with political leadership that empowers staff to do their jobs professionally.

ABOUT THE POSITION

The HR Director is responsible for managing the City's human resources, benefits, wellness, and safety and risk management programs while developing and implementing policies and programs covering employment, labor relations, wage and salary administration, employee onboarding, training, talent acquisition, and other employee services. The Director reports to the Assistant City Manager.



ABOUT THE POSITION

The Human Resources Director engages in the following duties and responsibilities:

- Develops and executes Human Resources plans that are aligned to the city's strategic plan.
- Develops and manages workplace practices that are aligned with the city's statements of vision, values, and ethics to shape and reinforce organizational culture.
- Establishes and manages effective relationships with key city officials to influence organizational behavior with outcomes.
- Researches and recommends strategies for recruiting, compensation, benefits, and payroll processing.
- Makes recommendations to the City Manager concerning job classifications and reclassifications; prepares and maintains classification reports.
- Interprets and uses business metrics to assess and drive achievement of strategic goals and objectives.
- Designs and evaluates Human Resources data indicators to inform strategic actions within the organization.
- Evaluates credibility and relevance of external information to make decisions and recommendations.
- Oversees studies impacting city salaries and benefits.
- Evaluates the applicability of federal laws and regulations to organizational strategy; communicates with and trains HR staff on compliance with new employment regulations.
- Manages and supervises the Human Resources department to achieve goals using available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Analyzes and assesses organizational practices that impact operations and people management to decide on the best available risk management strategy.
- Administers the city's Defined Benefit plan; Serves as Pension Secretary for the city.

ABOUT THE POSITION CONTINUED

- Hears, investigates, and settles employee grievances; interviews complainant and others involved in complaint; recommends approval/denial of grievance process through proper chain of command.
- Interprets and exercises discretion in personnel, policies, and procedures.
- Serves as committee member considering requests for donated sick leave.

Qualifications

- Bachelor's degree in public or personnel administration, human resources, business management or related field is required; Master's degree preferred.
- Five (5) years of progressively responsible management experience in human resources/personnel management or an equivalent combination of education and experience is required.
- SHRM-CP, SHRM-SCP, PHR, or SPHR Certification preferred; Certified Human Resources Manager or Advanced Certified Human Resources Manager certification preferred, local government experience preferred.

ABOUT THE IDEAL CANDIDATE

The ideal candidate for the City of Douglasville's Human Resources Director position will be an experienced and collaborative leader with a strong background in local government HR functions. This individual should possess a future-focused mindset and a willingness to embrace technological advancements and innovation to improve efficiency, service delivery, data-driven decision-making, transparency, and confidence in HR.



A key quality for the new Director is the ability to build trust and strong relationships with both City leadership and staff. The ideal candidate should be an effective communicator who can educate staff on HR matters and be able to tailor HR support to meet the unique needs of each department.

The ability to manage sensitive personnel matters with fairness, confidentiality, and professionalism is essential. The Director should serve as a trusted advisor to both leadership and staff in navigating employee relations and workplace challenges. The new Director will bring significant leadership and mentoring experience to the HR staff to build upon the professional strengths of Human Resources personnel.



CHALLENGES AND OPPORTUNITIES

The Human Resources Director's Work Plan will include the following challenges and opportunities:

- The Director must serve as a change agent that embraces new ideas and promotes HR best practices that focus on creative solutions to employee issues, promote quality service to internal customers, demonstrate collaborative working relationships with department directors, and develop strategies for managing the cost of employee benefits to ensure long-term sustainability.
- The new Director's workplan must include activities that support a culture of quality service by regularly engaging with the leadership of all departments when policies are being developed and implemented, promoting trust and credibility by demonstrating uniformity of policy implementation, and by always communicating in an open and transparent manner.
- Douglasville uses the ADP human resources information system but has not taken full advantage of several of the system's functions that would improve staff efficiency and accuracy of information gathered. The new Director will need to evaluate the current use of the system and train staff on proper use of underutilized components.
- The City has engaged the services of an outside consultant to update the City's classification and compensation system, which is expected to be adopted by the Mayor and Council by the end of the year. The new Director will be tasked with implementation of the plan and assisting with final review of the proposed changes to ensure policies and best practices are in place that will attract a quality workforce, recognize the uniqueness of tasks/functions within various departments, promote accountability for accomplishing work tasks, and ensure merit-based pay scales are market competitive in order to attract and retain top talent.

CHALLENGES AND OPPORTUNITIES

Continued

- The City is expected to select a consultant before the end of the year to update and rewrite the City's personnel policies. The new Director will oversee this process under the direction of the Assistant City Manager.
- Professional development programs should be strategically evaluated to ensure all City of Douglasville employees receive the mentorship and training necessary for long-term success within the organization. Particular emphasis should be placed on providing senior leadership with targeted counsel and training on critical Human Resources matters. Additionally, focused efforts must be made to mentor and develop the City's motivated junior HR staff—maximizing their current capabilities while equipping them with advanced skillsets to elevate the overall quality of service delivered to all city employees.
- The new Director will need to develop and implement employee onboarding changes that ensure a positive experience and engagement of new talent on their first day of employment. In addition, the performance evaluation program has undergone multiple revisions over the last several years but needs to be carefully analyzed to identify significant changes that will instill consistency, understanding, and confidence in the evaluation program.

COMPENSATION AND BENEFITS

The expected salary range for the City of Douglasville Human Resources Director position is **\$130,000 to \$150,000 depending upon qualifications and experience**. The City of Douglasville offers a comprehensive benefits package designed to support its employees including:

- Health, Dental and Vision Insurance with Flexible Spending Account (FSA) and separate FSA for dependent care.
- Life Insurance covered by the City at 100% with additional voluntary coverage.
- Group and Voluntary Long-Term Disability coverage.
- Voluntary Short-Term Disability, Accident, and Hospitalization coverages.
- Georgia Municipal Association (GMA) 457(b) Deferred Compensation Plan with five (5) year vesting period.
- Robust Wellness Program including three onsite gyms (free of charge), Health & Wellness Fair and Week, Yoga and HIIT classes onsite, and Produce Giveaways.
- Generous Paid Time Off (PTO) Program.
- 14 Paid City Holidays plus Special Holiday and Christmas week off.
- Holiday Bonus, Sick Leave & Vacation Leave Buy Back Program, and Retention Bonus.
- Tuition Assistance Program.
- Professional Development Opportunities.
- Relocation expense reimbursement is negotiable.

HOW TO APPLY

Interested candidates should submit by email a cover letter, resume, list of at least five job related references (including names, email addresses, and telephone numbers), and salary history not later than **October 10, 2025**, to **Jeff Hale, Senior Associate, Mercer Group Associates**, at jeffhale@localgovhrs.com. For questions, please **call 706-371-6126**.

Alan Reddish, Senior Associate

706-614-4961



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