



**WASHINGTON**

# **HUMAN RESOURCES MANAGER**

## **\$104,000 - \$130,000**

*Plus excellent benefits.*

*Apply by*

**April 6, 2025**

*(First Review, Open Until Filled)*

***PROTHMAN***



## THE COMMUNITY



Located 35 minutes by ferry from Seattle and connected to Kitsap County by bridge, Bainbridge Island and its' over 25,000 residents enjoy a wonderful combination of scenic vistas, urban forests, trails, farms, wineries, local arts, and more. There are numerous recreation opportunities with over 53 miles of shoreline, over 1,500 acres of parks and open space, and miles and miles of trails for hiking, mountain biking, horseback riding, and more. The city and community have worked together to preserve the island's friendly aura, small-town charm, and natural environment. Islanders value the sense of country living and convenient nearby access to the Seattle metropolitan area.

A community values survey revealed that residents are committed to preserving the sense of community and green spaces - agricultural land, forests, parks, and trails. Cultural sites include the Bainbridge Island Museum of Art, Bainbridge Island Historical Museum, Bloedel Reserve, the Bainbridge Island Japanese American Exclusion Memorial, and the Bainbridge Performing Arts. Almost 60 percent of residents hold professional or management positions, resulting in significantly higher median household incomes than the national average. Employment on the island comes from a mixture of retail shops, service and home-based businesses, manufacturing, government, education, and healthcare. Bainbridge Island School District ranks third in the entire State of Washington.

To learn more about Bainbridge Island  
An the local community, please visit:

**[www.bainbridgewa.gov](http://www.bainbridgewa.gov)**

**[www.visitbainbridgeisland.org](http://www.visitbainbridgeisland.org)**



## THE DEPARTMENT

Founded in 1942, Bainbridge Island Fire Department (BIFD) is a combination fire department that serves the City of Bainbridge Island. BIFD is overseen by a five-member Board of Fire Commissioners who are elected by the voters. The Fire Chief is the Executive Officer of the Department who was recently appointed to the position effective February 1, 2023. BIFD is staffed by 53 paid, uniformed staff; 10 volunteers; and 8 administrative personnel, including the HR Manager position.

The Department has a 2025 budget of \$16,242,679 and operates out of three fire stations; Station 21, 22, and 23. Station 21 serves as the Department's headquarters and was expanded and completely rebuilt in 2018. Station 22 was rebuilt in 2019 and is the vehicle maintenance facility where preventive maintenance and routine repairs occur. Station 23 is the training facility and has a four-story training tower and other props necessary for firefighters to maintain their skills for fire and emergency response.

BIFD responded to over 3,900 calls for service in 2024. Approximately 70 percent of those calls are for emergency medical responses. BIFD's EMS program is heavily based on the King County Medic One system. EMS responses use a tiered system (BLS and ALS) to dispatch the appropriate units. Patients are primarily transported to definitive care facilities in Kitsap and King County (via ferry). Air transport via helicopter also occurs about 50 times a year.



## THE POSITION

Reporting to the Fire Chief, the Human Resources (HR) Manager is a newly created, full-time position budgeted for 2025.

Until now, BIFD human resource functions have been managed by the Finance Manager and the Finance & HR Administrator. The Finance & HR Administrator serves as a support role for both the Finance Manager and HR Manager, reporting to the Finance Manager.

The HR Manager serves as the primary HR professional responsible for overseeing and administering all aspects of human resource management.

The HR Manager supports the Department's operational goals by ensuring compliance with federal, state, and local employment laws, managing employee relations, benefits administration, recruitment, and retention efforts.

Additionally, the HR Manager provides guidance and strategic planning in workforce development, fosters a positive workplace culture, and ensures the department's human resources processes are aligned with organizational values and objectives.

This role requires a hands-on approach to managing day-to-day HR functions while also contributing to high-level HR strategy and planning.

For a full job description and to view the detailed responsibilities of the position, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

### Comprehensive HR Expertise

This role requires a well-rounded HR generalist with deep knowledge of employee relations, training, compensation, recruitment, benefits administration, and compliance with state and federal employment laws, including ADA, FMLA, and Long-Term Care regulations.

### Key Role in Labor Negotiations

Serving as a critical member of the negotiation team, the HR Manager will contribute expertise in employee and labor relations, ensuring fair and effective negotiations that align with organizational priorities and legal requirements.

### Strategic Recruitment & Talent Management

The HR Manager will play an integral role in the full recruitment cycle, ensuring best practices in hiring and talent retention while supporting the organization's workforce planning initiatives.

### Cross-Functional Collaboration

With no direct reports, this individual will lead and coordinate matrix teams, bringing together stakeholders from across the organization to drive HR initiatives and ensure alignment with strategic goals.

### Employee & Labor Relations

Maintaining a positive and compliant work environment, the HR Manager will serve as a key resource in resolving employee concerns, supporting leadership in labor relations, and fostering a culture of collaboration and engagement.

## EDUCATION & EXPERIENCE

- A bachelor's degree or higher level of education in human resources, business, or a related field, with seven (7) or more years of relevant experience is required.
- Knowledge and experience in a union relations environment is strongly desired.
- Knowledge and experience in government or the nonprofit sector is desired.
- Knowledge and experience in assessing, implementing and administering HRIS, recruitment, and performance management systems is desired.
- Other professional training and accreditation including a Master's degree, and SHRM or other HR Certifications is strongly desired.
- Candidates must have or be able to obtain a valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider, be a U.S. citizen or eligible to work in the United States, and pass a comprehensive background check.

## COMPENSATION & BENEFITS

- **\$104,000 - \$130,000 DOQ**
- Medical and dental insurance
- Short-term and long-term disability insurance
- WA Department of Retirement PERS 2/3
- Department HRA Contributions
- 457 Deferred Compensation Plan
- Paid Time Off
- 10 paid holidays, plus one (1) floating holiday COLA

To view the detailed benefits provided, please view the attachment found [here](#).

**To learn more about the  
Bainbridge Island Fire Department,  
please visit:  
[www.bifd.org](http://www.bifd.org)**

The Bainbridge Island Fire Department is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 6, 2025**. This position is open until filled. Applications will be reviewed as submitted. Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Bainbridge Island Fire Department, WA – Human Resources Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**PROTHMAN**

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

206.368.0050