

W A S H I N G T O N

## HUMAN RESOURCES DIRECTOR

**\$182,894 - \$257,524**

*Plus Excellent Benefits*

*Apply by*

**October 1, 2025**

*(First Review, Open Until Filled)*

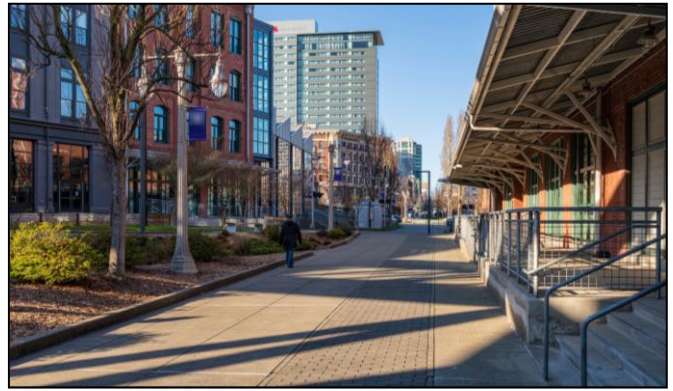
***P*ROTHMAN**



## THE POSITION

The **City of Tacoma** Human Resources (HR) Director provides strategic leadership and oversight of all HR programs, policies, and services for the City, including Tacoma Public Utilities (TPU). The HR Director will promote a high-performance, customer-focused culture; build trust; and strengthen relationships with internal and external partners. Through visionary leadership and operational excellence, this position ensures HR is a catalyst for organizational success, aligning people strategies with the City's mission and community priorities.

This position develops and implements innovative strategies to attract, retain, and engage a high-performing, diverse workforce, while ensuring compliance with applicable laws, collective bargaining agreements, and the City Charter and ordinances. The HR Director reports to the City Manager and serves as a trusted advisor to the Director of Tacoma Public Utilities, executive leadership, department heads, and elected officials on workforce planning, employee/labor relations, and organizational development. The Human Resources Director has a broad range of strategic, analytical, administrative, and project management duties. The position plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the City's HR Department.



## THE IDEAL CANDIDATE

The ideal candidate will have a successful and documented career as a strong leader with executive level experience in HR administration; labor agreements; succession planning; compensation and benefits; and risk management. The HR Director will be a strong communicator, collaborator, and problem-solver. They will have demonstrated experience with process reform and management. The Director will be flexible with strong management skills and a customer-centered focus. The Director will be a hands-on, forward-facing servant leader that will drive culture change that encompasses diversity and inclusion and enables all employees to perform at their best.

## ROLES AND ESSENTIAL FUNCTIONS

- Develops and leads the implementation of innovative HR strategies, structures and processes that are consistent with the City's mission, values, and city-wide goals and ensures that the appropriate resources and structures are in place to deliver effective results.
- Builds strong relationships with key stakeholders through transparency, communication, and shared problem-solving. Demonstrates keen insight into the varied business requirements of the City and applies knowledge of business and the marketplace to advance the organization's goals, in partnership with the departments, including TPU.
- Works collaboratively and cooperatively with the City Manager, the Director of Tacoma Public Utilities, department directors, senior leaders, and others to build partnerships, assess and address organizational needs, and meet shared objectives.
- Establishes and maintains effective, customer-focused working relationships with employees, City management, City Council, the Civil Service Board, Public Utility Board, and the public.



- Instills trust and cultivates a climate of trust and accountability within the department and across the organization.
- Demonstrates courage and a high level of emotional intelligence.
- Manages complexity, is a sophisticated systems thinker, and balances strategic mindset with hands-on operational oversight.
- Champions a culture of diversity, equity, and inclusion and recommends ways to embed these principles into core processes.
- Communicates effectively, both orally and in writing, while demonstrating professionalism and diplomacy in challenging situations.
- Maintains awareness of HR best practices and competitiveness of the City's pay and benefits, including in the varied labor markets.
- Directs the development and administration of budgets, policies, projects and programs of the department to effectively and efficiently deliver high quality services to the City and the community.
- Ensures department and City operations conform to local, state, and federal government regulations, and applicable HR related rules and policies.
- Understands and communicates regarding the City Charter, Compensation Plan and Personnel Rules for City and departmental officials, employees and their representatives, professional groups and the public.
- Leads the development, documentation, and communication of consistent and transparent human resources processes across the organization. Oversees key functions including hiring, employee relations, continuous improvement, and compensation and benefits, ensuring policies are applied fairly and equitably.
- Proactively monitors and evaluates the efficiency and effectiveness of human resource policies and identifies opportunities for improvement using HR best practices and developed key performance indicators. Guides the adoption of, and drives results through, data-driven decision-making by leveraging workforce analytics to anticipate challenges and inform strategy.



## MINIMUM EDUCATION & EXPERIENCE

A bachelor's degree in human resources, business administration or a directly related field. A master's degree in human resources, business administration, public administration or closely related field is desirable. Twelve (12) years of progressively responsible human resources experience including prior supervisory and managerial experience. Five (5) years of public sector experience is desirable. Previous experience as an HR Director or Assistant Director is desirable. Any combination of professional experience and academic preparation which provides the applicant with the required skill set may be considered. Equivalency: 1 year of experience = 1 year of education.



## THE COMMUNITY

Tacoma is centrally located just 32 miles south of the city of Seattle and 31 miles north of the state capital, Olympia, and is home to the Port of Tacoma; one of the largest container ports in the United States. Tacoma is surrounded by beautiful nature, giving residents many opportunities for outdoor adventures. Largely suburban in nature with a small, but dense, urban core, Tacoma is home to many institutes of higher learning that attract students from across the globe. The University of Washington Tacoma, Pacific Lutheran University, University of Puget Sound, a satellite campus of the Evergreen State College, three community/technical colleges, and several trade and business schools are within Tacoma's geographic area. Downtown's Cultural District is the site of theatres, the Washington State History Museum, the Museum of Glass, the Tacoma Art Museum, and America's Car Museum. The city has been recognized numerous times as one of the nation's most livable cities.

To see a few of the great things Tacoma has to offer, view this <https://youtu.be/2n5MWI8KFvI>.

## A COMMITMENT TO EQUITY & DIVERSITY

At the City of Tacoma, we're on a mission to make our workforce as diverse and inclusive as the community we serve. We actively seek out candidates from a wide range of backgrounds and cultures. Join our team at the City of Tacoma and help us build a more vibrant, inclusive, and equitable community for all.

## CITY GOVERNMENT

The City of Tacoma operates under a Council-Manager form of government. The City Council consists of a mayor, five district representatives, and three at-large representatives. All are elected to serve staggered four-year terms. Appointed by the City Council, the City Manager administers the City's day-to-day operations. With a population of approximately 222,000 residents, Tacoma is the third largest municipality in the state. Tacoma serves as the center of business activity for the South Sound region with a population of approximately one million people. Tacoma Public Utilities operates under direction of the Public Utility Board with the Director of Utilities a peer to the City Manager. City departments include but are not limited to Community and Economic Development, Environmental Services, Finance, Human Resources, Information Technology, Fire, Hearing Examiner, Neighborhood and Community Services, Planning and Development Services, Police, Public Works, Venues and Events and Tacoma Public Utilities. The City of Tacoma currently has approximately 3,700 FTEs and a total 2025-2026 biennial budget of \$4.3 billion.

**For more information on  
the City of Tacoma, please visit:**

[www.cityoftacoma.org](http://www.cityoftacoma.org)

The City of Tacoma is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 1, 2025**. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. Resumes, cover letters, and supplemental questions can be uploaded once you have logged in at [www.prothman.com](http://www.prothman.com).



## COMPENSATION & BENEFITS

The current salary range for the director position is \$182,894.00 - \$257,524.80 annually. The City of Tacoma offers an attractive employee benefits package which includes retirement, medical, dental, vision and generous PTO package. Relocation assistance may also be available for a successful out-of-area candidate.



## THE APPLICATION PROCESS

The City of Tacoma is partnering with the Prothman Company for this hiring process. To apply, go online to [www.prothman.com](http://www.prothman.com) and click on Open Recruitments, select City of Tacoma – Human Resources Director and click on Apply Online. The application will include an online form, a resume, a cover letter, and two supplemental questions.

Please include a list of six work-related references. **No reference checks will be conducted without receiving candidate permission.**

The initial application review is **October 1, 2025**; however, screening and preliminary interviews will be conducted on a rolling basis.

Two rounds of final interviews in Tacoma will be offered to select candidates. The first round is anticipated to be conducted during the week of **October 20-27**; with a second round of interviews to follow shortly thereafter. To be considered for this position, you must be available during this time.

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

206.368.0050