



WASHINGTON

HUMAN RESOURCES DIRECTOR

\$146,027 - \$177,919

Plus Excellent Benefits Including:

**2.7% COLA in January 2026, and Negotiated Relocation Expenses.
Employer also contributes 4% of salary to deferred compensation!**

Apply by:

October 26, 2025

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



The City of Bremerton offers affordable, quality living in a spectacular water and mountain setting. Located on the Kitsap Peninsula in Washington State, Bremerton lies east of

the Olympic mountains and directly across the waters of the Puget Sound from Seattle. The ferry terminal and Bremerton Transportation Center at the foot of downtown lead visitors into a growing community of galleries, theaters, shops, restaurants, museums, and cafes.

Bremerton was platted by William Bremer in 1891 and was officially incorporated on October 15, 1901. With a population of nearly 45,000, the City of Bremerton is the largest city in Kitsap County and serves as the urban center for the Bremerton-Silverdale Metropolitan Area. There is a lot to see and do in Bremerton, like taking a stroll along the boardwalk, touring the historic USS Turner Joy, visiting Harborside Fountain Park and PSNS Memorial Plaza, spending the afternoon browsing through Bremerton's historic Arts District and unique shops, or enjoying golf at the City-owned Gold Mountain Golf Complex. Bremerton also hosts a variety of annual festivals and events, including the Bridge Blast in July, a wine festival hosted in the Harborside Fountain Park in August and the popular Blackberry Festival held during Labor Day weekend on the waterfront boardwalk. Bremerton is also home to one of the nation's largest Armed Forces Day parades.



Bremerton is a great place to live, offering quality schools, vast recreation, a clean environment, beautiful parks, cultural programs, convenient shopping, and medical facilities that serve local residents. Olympic College in Bremerton also provides advanced technical and baccalaureate degrees and enriches the community with many educational and community services. Bremerton High School boasts a modern performing arts center which provides a venue for dance, theater, and the Bremerton Symphony, among other performances.

For over a century, the City of Bremerton has been home to Naval Base Kitsap-Bremerton and the Puget Sound Naval Shipyard, providing the highest employment in the area. Additional major employers in the region include St. Michael Medical Center and Olympic College. Kitsap County's business climate is healthy and the Department of Defense installations in the county have a significant positive impact on the City's economy. Bremerton's downtown core is also undergoing a comprehensive revitalization.

THE CITY

Bremerton is a full-service city that operates under the laws of the State of Washington applicable to a home-rule charter city under a Mayor/Council form of government. The City Council is comprised of seven members, elected by district, by the citizens of the City, each serving a four-year term. The Mayor, a full-time elected official, is the chief executive officer of the City. The department directors are appointed by the Mayor with City Council confirmation, and work under the direction of the Mayor. The management team is comprised of the City's seven department heads who enjoy a collegial and cooperative working relationship. As of 2025, Bremerton operates on a budget of approximately \$252 million including a general fund of \$70 million and employs 409 FTEs. The City provides a full range of services including fire protection, emergency and medical services, law enforcement and municipal services.

THE DEPARTMENT

The Human Resources Department provides centralized personnel services to all City departments and serves as the link between employees and management. The department oversees recruitment, selection, orientation, benefits administration, employee training and development, and labor and employee relations, including contract negotiations and administration. HR also assists managers and supervisors in motivating, developing, and disciplining employees while ensuring compliance with civil service regulations, municipal code, state law, and federal requirements such as EEO, FLSA, ADA, and FMLA.

With salaries and benefits comprising about 65% of the City's total budget, effective management of human resources is critical to the organization's overall success. HR's work focuses on designing and implementing sound policies and procedures that support organizational goals while adapting to changing economic and workforce conditions in a dynamic environment.

Looking ahead, the department is preparing for ongoing changes in the workplace, including new legislative mandates, technological advances, and evolving workforce demographics. These shifts will increase the importance of training and development while highlighting employee expectations for flexibility, support, career growth, and a workplace culture that values inclusion, accountability, and long-term stability.

THE POSITION

Under the general policy direction of the Mayor, the Human Resources Director provides leadership to the Human Resources Department by setting its vision and priorities, ensuring the City supports an inclusive and high-performing workforce that reflects the pride of the Bremerton community. Responsibilities include directing and monitoring department goals, objectives, policies, and procedures; overseeing budget development and administration; and delivering highly responsible and technically complex guidance to City leadership through the application of modern human resources practices and compliance with all applicable employment laws and regulations.

To view the position's full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Leadership Transition: The Human Resources Director role has been elevated from a manager-level position reporting to the City Attorney to a director-level role reporting directly to the Mayor. This provides an opportunity to shape the future of the department with greater visibility and impact.

Organizational Change: With upcoming elections and anticipated council transitions, the new Human Resources Director will step into an environment of possible change. A steady, professional presence will be important in supporting leadership and ensuring continuity of services.

A Working Director: This is both a strategic and hands-on position. The Human Resources Director will provide leadership while actively engaging in daily functions such as labor negotiations, talent management, ADA compliance, and recruiting.

Labor & Employee Relations: With a highly engaged workforce, the Human Resources Director will play a key role in labor relations, including negotiating agreements, assisting directors with performance management, and addressing disciplinary matters in a fair and consistent manner.

Culture and Accessibility: This position offers the chance to cultivate an inclusive, collaborative, and supportive workplace culture. Being approachable and accessible to employees and directors will be crucial to the Director's success.

Adaptability and Flexibility: The City values leaders who are personable, measured, and adaptable. The Human Resources Director will have the opportunity to model these qualities while supporting departments and staff through evolving organizational needs.





EDUCATION & EXPERIENCE

- A bachelor's degree in human resources management, public administration or a closely related field is required.
- Six (6) years of paid full-time experience as a public employer human resources professional including management of personnel programs and labor relations experience in collective bargaining, including contract negotiations, administration grievance handling and arbitration, preferably for a similarly sized municipality is required.
- Candidates must be proficient in the use of MS Word and Excel.
- An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position may be considered.
- A master's degree in human resources management, public administration or a closely related field is preferred.
- CLRP, SPHR/SHRM-SCP and/or PHR/SHRM-CP is preferred.



Necessary Knowledge, Skills, and Abilities:

- Knowledge of public agency human resource systems, including civil service, classification, compensation, labor relations, and benefits administration.
- Knowledge of federal, state, and local laws and regulations related to public employment and labor relations.
- Knowledge of techniques for gathering, evaluating, and summarizing data and analytics to inform decisions and address workforce challenges.
- Knowledge of cultural competence and the ability to apply inclusive practices in workforce management.
- The ability to multi-task and effectively manage competing priorities on a daily basis.
- The ability to communicate effectively and inclusively to foster trust, transparency, and collaboration across the organization.
- The ability to manage complex, high-impact decisions related to workforce strategy, policy development, and labor relations.
- The ability to coach, mentor, and support leaders throughout the City as well as human resources staff.
- The ability to carry out complex assignments independently and make decisions based on established policies and procedures.
- The ability to identify resources, research and locate laws, regulations, data, and information relevant to specific projects or situations.
- The ability to interpret and apply the intent and provisions of laws and regulatory requirements to particular conditions.
- The ability to quantify activities and costs, identify alternatives, and produce verbal and written reports on the costs, benefits, and potential issues of differing courses of action.
- The ability to provide verbal and written information, direction, and advice to a wide variety of people and officials, with clarity in both oral and written form.
- The ability to establish and maintain effective collaboration and stakeholder engagement with elected officials, union leadership, outside agencies, City employees, and the general public.

COMPENSATION & BENEFITS

- **\$146,027 - \$177,919 DOQ**
- **2.7% COLA increase in January 2026.**
- Excellent medical, dental and vision plans with 100% of employee premiums paid by the City.
- Employer contributions to the State Retirement System pension plans.
- 15 days of paid vacation per year front loaded and pro-rated based on hire date (front loaded and increases to a maximum of 25 days per year after five years).
- 11 paid holidays per year. 1 paid floating holiday of your choice per year.
- Hybrid remote work/telecommuting upon Mayor approval.
- HRA/VEBA (tax-free health savings account).
- Optional Flexible Spending benefit plan (after one year of employment).
- 4% Deferred Compensation (\$5,841 to \$7,116) in addition to salary.
- Employee Wellness Program.
- Employee Assistance Program.
- Authorized relocation expenses negotiable.
- For more information, click [here](#).



For more information on the community and City of Bremerton, please visit:

www.bremertonwa.gov



The City of Bremerton is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 26, 2025** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Bremerton, WA – Human Resources Director**", 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

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