



WASHINGTON

HUMAN RESOURCES DIRECTOR

\$156,438 - \$209,646

Plus Excellent Benefits. Salary Effective January 1, 2026.

Apply by:

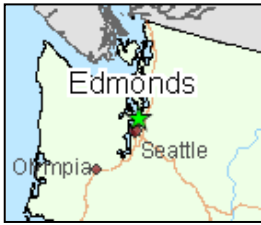
December 14, 2025

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located 15 miles north of Seattle along the shores of Puget Sound, the City of Edmonds is a picturesque waterfront community of 42,700 residents. Known for its historic charm, vibrant arts scene, and strong civic pride, Edmonds blends small-town character with metropolitan accessibility. The city's 8.9-square-mile footprint offers stunning views of the Olympic Mountains, a walkable downtown, and direct regional connections via the Edmonds–Kingston Ferry, Sounder commuter rail, and Community Transit.

Downtown Edmonds serves as the cultural and social heart of the community, featuring a lively mix of boutiques, restaurants, art galleries, and coffee shops. Home to the Edmonds Center for the Arts, a premier 700-seat performance venue, the downtown core hosts regular art walks, festivals, and live performances, making Edmonds a regional destination for culture and entertainment.



With over 325 acres of parkland, 20,000 square feet of flower beds, and multiple waterfront parks such as Marina Beach and Brackett's Landing, residents enjoy year-round outdoor recreation in the city. The Port of Edmonds, one of the largest public marinas in Washington, offers hundreds of wet and dry moorage stalls, boatyard services, and public waterfront access.

Edmonds is also known for its excellent schools, low property taxes, and active community engagement. Residents take pride in the city's history, traditions, and forward-looking commitment to sustainability and inclusivity. With reliable transit, proximity to regional employers, and a balanced quality of life, Edmonds remains one of the most desirable places to live and work in the Pacific Northwest.



THE CITY

The City of Edmonds, incorporated in 1890, operates under a strong Mayor–Council form of government. As the legislative branch of this nonpartisan, representative system, seven part-time councilmembers are elected at large to staggered four-year terms. The City Council adopts the City budget, establishes laws and policies, approves appropriations and contracts, levies taxes, and grants franchises. Councilmembers also represent Edmonds on regional boards, commissions, and intergovernmental organizations.

The Mayor serves as the chief executive officer, overseeing daily operations and leading the City's departments, which include Finance, Police, Planning and Development, Human Resources, Parks, Recreation and Cultural Services, Public Works, and Community Services and Economic Development. The City also maintains a Municipal Court with an elected judge.

For Fiscal Year 2025, Edmonds operates with a total adopted budget of \$133.2 million and a workforce of approximately 256 full-time equivalent employees, including 211 full-time, 35 part-time, and nine elected officials. Edmonds is recognized for its high level of service delivery, supported by a skilled and dedicated workforce. The City's strong fiscal position, collaborative leadership team, and commitment to excellence ensure continued organizational stability and quality service to the community.





THE DEPARTMENT

The Human Resources Department serves as a strategic partner to City leadership, providing expertise in workforce management, employee relations, and organizational development. The department operates with three full-time employees, not including the Director.

Core responsibilities include ensuring compliance with employment laws and ethical standards, recruitment and selection, employee benefits and leave administration, training and development, classification and compensation, and labor relations for the City's seven collective bargaining agreements. The department also oversees safety and workers' compensation programs, serves as liaison to the Edmonds Disability Board, and provides staff support to the Civil Service Commission, Citizens' Commission for the Compensation of Elected Officials, and the MEBT Committee.

Human Resources is dedicated to attracting and retaining a skilled and motivated workforce while fostering a culture of equity, diversity, and inclusion that ensures all employees feel valued and supported.



THE POSITION

The Human Resources Director leads and oversees all HR functions for the City of Edmonds, including compliance, recruitment and selection, employee development and training, labor relations, compensation and benefits, policy development, and workplace safety. The Director will serve as the chief spokesperson during contract negotiations. This role also provides strategic guidance and internal consulting to City leadership on staffing, performance, and organizational issues while ensuring compliance with legal and civil service requirements.



The Director manages a dedicated Human Resources team, conducts labor negotiations, oversees employee relations and investigations, and administers classification and compensation systems. The position also develops and manages the department's budget, coordinates citywide Human Resource initiatives, and contributes to long-range organizational planning, ensuring that the City of Edmonds remains an exceptional place to work and serve.

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

THE IDEAL CANDIDATE

The City is seeking a strategic and hands-on HR Director who leads with integrity, innovation, and collaboration. The ideal candidate will bring a balanced blend of strategic vision and operational expertise, capable of both shaping long-term Human Resources initiatives and engaging directly with staff on daily organizational needs.

This individual will be an influential leader with high ethical standards, a commitment to compliance, exceptional communication skills, and a systems-oriented mindset. They will have the experience to modernize the City's HR function to enhance organizational culture, promote internal customer service, and strengthen trust across departments. Experience in organizational design, policy development, and succession planning will be essential as the City continues to evolve its structure and workforce.

The successful candidate will be well-versed in all areas of human resources, compensation and benefits, recruitment, risk management, and employee development. This person will have extensive experience with successful labor relations and negotiations. With approximately 90% of the workforce represented by four unions and seven collective bargaining agreements, the new Director must demonstrate strong negotiation skills and the ability to foster cooperative relationships with union leadership and other stakeholders.

The ideal candidate will demonstrate strong project-management skills and the ability to engage employees at all levels while enhancing organizational process and ensuring that all policies and procedures remain compliant with evolving State laws and best practices. The Director will also serve as a trusted advisor to the Mayor, City leadership, and department directors, providing expert guidance on personnel issues, compliance, and emerging employment regulations.

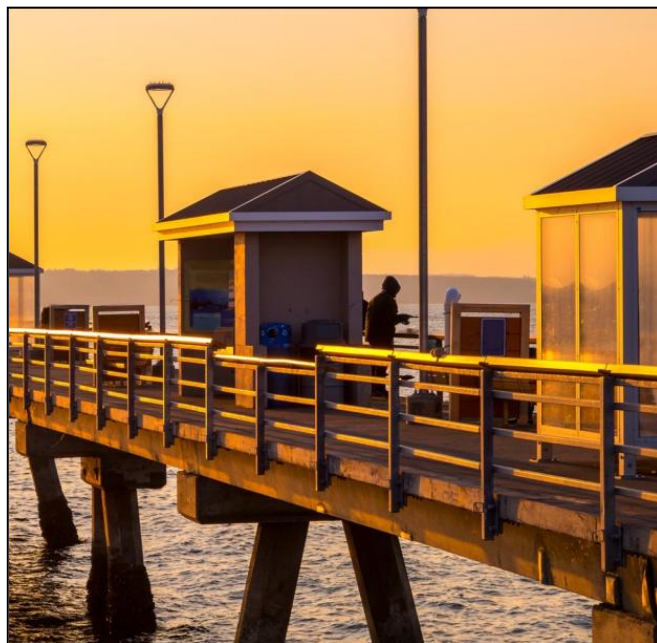
The selected candidate will be a creative, approachable, and supportive leader who will work collaboratively with other department heads to build morale, strengthen interdepartmental relationships, and advance a culture of respect, inclusion, and accountability. The ideal candidate will be a mentor and change agent who leads by example, inspires confidence, and positions the Human Resources Department as a valued partner in the City's continued growth and success.



EDUCATION & EXPERIENCE

A bachelor's degree in human resources, public administration, employment law, business administration or a related field, and seven (7) years of increasingly responsible human resource experience that includes direct responsibility for managing or supervising operations, programs and/or services in one or more human resource functional areas is required. Candidates should have four (4) years of staff supervisory, management and budgetary responsibility for a department or major division/functional area within a department, preferably in a public sector environment. Candidates should have experience acting as a chief spokesperson during contract negotiations. SHRM-SCP or other HR certifications such as SPHR, CEBS, CMS, CLRP or CCP is preferred.

An equivalent combination of education, training and experience to demonstrate the ability to perform the duties of the position will be considered.



COMPENSATION & BENEFITS

- **\$156,438 - \$209,646 DOQ (2026 Range)**
- 80 hours of management leave per year (non-carryover), plus two weeks of front-loaded vacation during the first year.
- Medical, dental, and vision coverage.
- Life Insurance, Accidental Death & Dismemberment (AD&D), and Long-Term Disability (LTD) insurance.
- Employee Assistance Program (EAP).
- Paid vacation and sick leave, accrued on a regular basis.
- Paid holidays.
- Participation in the State Retirement System (WA DRS PERS and LEOFF).
- MEBT (Social Security Replacement Program).
- HRA-VEBA health reimbursement account.
- Commute Trip Reduction (CTR) and Ride Share Program.
- Three deferred compensation plan options.
- Tuition reimbursement program.
- Medical, dependent care, and transit flexible spending accounts.
- Opportunities for flexible work schedules.
- Smoke-free, drug-free workplace.

To learn more about the full details of the benefits provided, please click [here](#).



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

www.edmondswa.gov

www.edmondschamber.com

www.edmondsdowntown.org

www.exploreedmonds.com

The City of Edmonds is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 14, 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 Edmonds, 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.



www.prothman.com

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