



Kitsap Transit

Connecting Communities

Washington

HUMAN RESOURCES DIRECTOR

\$145,244 - \$195,233

Apply by
August 30, 2026
(First Review, Open Until Filled.)

PROTHMAN



WHY APPLY?



Kitsap Transit, headquartered in Bremerton, Washington, offers an exceptional opportunity for a human resources leader seeking to make a meaningful impact in a stable, well-run public transit agency.

Staff tenure averages more than 14 years, and the Executive Director brings approximately 39 years of service, reflecting the agency's longstanding commitment to continuity, collaboration, and organizational health.

The region offers affordable, high-quality living in a spectacular water and mountain setting. Bremerton's vibrant arts district, waterfront parks, museums, and growing downtown make the community an attractive place to live and work. Kitsap Transit's employees are dedicated, mission-driven, and proud of the service they provide. The next Human Resources Director will join a highly capable team that values professionalism, teamwork, and service excellence.

This position is ideal for a leader who wants to make a difference in a unique community, support a strong and respected workforce, and help guide an agency that places a high value on delivering outstanding public service.



COMMUNITY

Kitsap County, located on the Kitsap Peninsula in the south-central Puget Sound, is home to approximately 271,000 residents who enjoy nearly 300 miles of scenic saltwater coastline and a collection of friendly, laid-back communities. Bremerton, the county's largest city, serves as the urban center of the region and is home to the Puget Sound Naval Shipyard, which employs more than 9,000 civilians and hosts nearly 6,000 active-duty personnel.

One of Bremerton's most significant advantages is its direct connection to downtown Seattle. The Kitsap Transit Fast Ferry provides a **30-minute passenger-only ferry ride** between Bremerton and Seattle, offering a quick, scenic, and highly convenient commute. As an added benefit, **Kitsap Transit employees receive free ferry transportation**, including complimentary access to the fast ferry service. This unique perk allows employees to enjoy seamless travel to Seattle for business, recreation, or personal activities while experiencing one of the most beautiful commutes in the region.

The county's communities, including Port Orchard, Bainbridge Island, and Poulsbo, offer waterfront amenities, cultural attractions, parks, marinas, hiking trails, and thriving local businesses. The region's schools, medical facilities, and recreational opportunities contribute to an exceptional quality of life.



THE AGENCY

Since 1983, Kitsap Transit has provided friendly, convenient public transportation across a diverse multi-modal system that includes routed buses, passenger-only ferries, ACCESS paratransit service, vanpools, Worker/Driver buses, and demand-responsive services. The agency transports more than 3.3 million riders annually and operates with a budget of approximately \$98 million and 583 FTEs.

Kitsap Transit is recognized for innovation and environmental stewardship. The agency is ISO 14001 certified and operates the Waterman, the first hybrid-electric passenger ferry in Puget Sound. Recent investments include modern transit centers, expanded fast-ferry service, and infrastructure to support future electric bus operations.

The agency is governed by a 10-member Board composed of elected officials and a non-voting labor representative. Kitsap Transit maintains three labor groups and five collective bargaining agreements, with negotiations staggered across multiple years.



THE DEPARTMENT & POSITION

The Human Resources Department, part of Kitsap Transit's General Administration, consists of 14 FTEs who are committed to supporting a positive work environment, advancing employee development, and ensuring workplace safety. The current Human Resources Director has established a strong foundation of stability, professionalism, and trust across the agency. The next Director will inherit a well-functioning department with experienced staff and will have the opportunity to elevate HR operations, modernize systems, and strengthen safety and security programs.

Reporting to the Executive Director, the Human Resources Director oversees a wide range of human resources and risk management functions and serves as a key member of the executive leadership team. The Director also oversees all agency safety, security, and training responsibilities and serves as Kitsap Transit's designated Safety Officer, ensuring compliance with federal, state, and industry standards.



While the agency is not seeking disruptive change, the Director must be fully prepared to identify and correct compliance deviations, strengthen processes and procedures, and implement improvements necessary to uphold the highest standards of safety, security, training, and regulatory adherence. This work requires a strategic, respectful approach that honors Kitsap Transit's governing leadership, history, and culture, yet places compliance, safety, and security at the forefront. It is a challenging balance for some, but a defining capability of a true HR professional with a strong safety, security, and training background. This role offers a unique opportunity for a strategic HR leader to build their professional portfolio through measurable accomplishments in workforce development, safety leadership, organizational improvement, and modern HR practices.

UPCOMING PRIORITIES

Support Continued Organizational Growth:

Kitsap Transit has experienced significant growth, and the HR Department has adapted effectively. The next Director will evaluate practices, clarify responsibilities, and ensure the department's structure and resources align with the agency's evolving needs. This includes identifying areas where compliance, safety, training, and security improvements are required and implementing changes in a manner that respects the agency's culture and leadership.

Advance Continuous Improvement: The agency is operating from a strong foundation. The Director will identify opportunities for thoughtful adjustments, streamlined processes, and steady improvement—challenging outdated practices while preserving stability. When regulatory requirements or safety standards necessitate change, the Director will lead those efforts strategically and respectfully.

Complete Policy and Procedure Updates: A near-term priority will be completing updates to the agency's policy and procedure handbook to ensure clarity, practicality, and alignment with operational needs and regulatory requirements. The Director will ensure that policies reflect current federal and state mandates and that any needed corrections are implemented with professionalism and respect for the agency's established practices.

Strengthen Safety and Training Resources:

The Director will support and guide the agency's safety and training functions, ensuring adequate resources, responsive programming, and compliance with safety standards. As Chief Safety Officer, the Director will proactively identify risks, correct deficiencies, and reinforce a culture where safety and security are paramount. This includes electronically delivering training and integrating it with Kitsap Transit's HRIS.

Build Visibility and Trust Across the Agency:

The Director will maintain a visible presence across Kitsap Transit's operating bases, build strong relationships, and reinforce trust through active listening, clear communication, and consistent follow-through. This includes communicating compliance-related changes in a manner that is transparent, respectful, and supportive of staff and leadership.

Strengthen Staff Ownership and Decision-Making:

The HR team is knowledgeable, respected, and deeply committed to the agency's mission. The Director will empower employees to fully utilize their expertise, make confident decisions, and grow professionally, while reinforcing the importance of compliance and safety in all operational and administrative practices.

THE IDEAL CANDIDATE

Kitsap Transit seeks an experienced, well-rounded human resources professional with strong judgment, strategic insight, and the ability to handle complex organizational matters with professionalism and skill. Public sector experience and familiarity with union environments are highly important. They should bring credibility, discretion, and practical awareness of how decisions affect employees throughout the organization.

The ideal candidate will be a strategic, big-picture leader who understands how human resources supports organizational direction and long-term planning. They must be prepared to identify and address compliance issues, strengthen processes, and implement improvements that enhance safety, security, and regulatory adherence. This includes taking corrective action when deviations from federal or state requirements are identified and doing so in a manner that respects the agency's leadership, history, and culture.

The agency is not seeking disruptive change. Instead, the Director will respect what is working, preserve continuity, and identify thoughtful improvements while ensuring that compliance, safety, and security remain the highest priorities. This balance requires a disciplined, strategic approach and is a defining capability of a true HR professional with a strong background in safety, training, and security.

An open-door, accessible, and supportive leadership style is essential. The HR team is passionate, hardworking, and well respected. The Director will empower staff, encourage independent decision-making, and provide guidance without micromanagement.

Experience overseeing safety programs and security protocols and serving as a designated Safety Officer in a public transportation environment is strongly preferred.

EDUCATION & EXPERIENCE

A bachelor's degree in human resource management, industrial relations, public administration, business administration, or a closely related field, and five (5) years of increasingly responsible public-sector human resources experience, including three (3) years of program management and supervisory experience, or an equivalent combination of education and experience is required.

Experience in public-sector HR, labor relations, safety oversight, training, risk management, and organizational development is highly desirable.

For more information on Kitsap Transit and the local community, please visit:

www.kitsaptransit.com

www.visitkitsap.com

www.kitsapeda.org

COMPENSATION & BENEFITS

- **Salary: \$145,244 - \$195,233 DOQ. Typical starting salary of \$145,245 - \$160,255.**
- Subsidized medical insurance for employees and dependents
- Fully paid vision and dental insurance
- Fully paid disability and life insurance
- Washington State Public Employees' Retirement System (PERS)
- State administered deferred compensation plan
- 33.5 days of general leave per year
- 12 paid holidays per year
- Free transportation pass for dependents, including ferry service



Kitsap Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 30, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "Kitsap Transit, WA – Human Resources Director", and click "Apply Online", or click [here](#).



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