

An aerial photograph of Peoria, Illinois, featuring a dense urban skyline with various skyscrapers and commercial buildings. In the foreground, the Mississippi River flows, with a large red steel truss bridge spanning across it. Several boats, including a tugboat and a barge, are visible on the water. The city is surrounded by greenery and hills in the background.

# **THE CITY OF PEORIA, ILLINOIS**

**Presents  
an exceptional  
opportunity**

**HUMAN  
RESOURCES  
DIRECTOR**

Photo by Kevin May

## **CITY OF PEORIA, ILLINOIS AN EXCITING OPPORTUNITY**

This is truly an exciting opportunity to live and work in the heart of the Midwest. The City of Peoria is Illinois' fifth largest city and a mature urban community that is home to Caterpillar, Inc., a highly successful Fortune 50 company. Peoria is also the regional hub for central Illinois.

The City of Peoria is seeking a dynamic and highly qualified individual to be its next Human Resources Director. The selected individual will be responsible as the primary resource on all personnel matters for departments, employees, labor unions, and elected officials. The Director will lead the human resource function for 723 plus City of Peoria employees.

Peoria is the regional shopping, financial and commercial center for central Illinois, a 10-county area. The City boasts a substantial business and services bases, a number of leisure time and arts and cultural amenities and activities, good restaurants, ample shopping and it is a City with a high quality of life for its citizens. Annually, there are many national and international events which occur in Peoria and bring a substantial number of visitors to the City.

Peoria has the largest public school district in the Peoria MSA. Peoria School District #150 has 12 elementary, 9 middle, 3 senior high, 1 magnet, 1 gifted, 1 charter academy, 2 special alternative schools and 4 pre-kindergarten early childhood development centers. There are a number of private and parochial schools also available.

### **Peoria is also home to several institutions of higher education including:**

- **Bradley University**, with 5,067 undergraduate and 746 master's degree students, is a private university with nationally recognized graduate and undergraduate programs in fields such as engineering and business.
- **Illinois Central College** provides an affordable avenue to quality education, serving over 15,000 full and part-time students annually.
- **University of Illinois College of Medicine** at Peoria educates second, third and fourth year medical students as part of the Urbana-Peoria-Rockford system created by the University of Illinois.
- **Midstate College** is a two-year business college that has been a leader in professional training and education for over 100 years.
- **Robert Morris College**, Peoria Campus offers degrees in Business Administration, Computer Networking and Medical Assistance.

The City of Peoria is considered the regional medical center for central Illinois with three major hospitals: Methodist Medical Center of Illinois, OSF Saint Francis Medical Center and Proctor Hospital. In addition, the Midwest Affiliate of St. Jude Children's Research Hospital, the Children's Hospital of Illinois, the Veteran Administration Clinic and the University of Illinois College of Medicine at Peoria are all located in the City.



## **HUMAN RESOURCES DIRECTOR**

**DEPARTMENT:** HUMAN RESOURCES

**LOCATION:** CITY HALL, 419 FULTON STREET, ROOM 302, PEORIA, IL

**SALARY:** Starting Salary \$96,908 – Negotiable to midpoint \$128,400 dependent upon qualifications and experience

**SUMMARY:** Plans, organizes, administers and leads the operations and staff of the Human Resources Department; provides vision and direction to the organization; interprets the goals and policies of the City under the direction of the City Manager.

**MINIMUM REQUIREMENTS:** Bachelor's degree from an accredited four-year college or university in Business Administration, Public Administration, Human Resources Management, Industrial Relations, Psychology, or a related field; SHRM and/or IPMA certification or reciprocal state equivalent. Ten or more years of progressively responsible related experience in human resources functions, to include significant experience in health care management, labor relations, employee benefit analysis, risk management, recruitment and placement, City-wide training and affirmative action/equal opportunity considerations in selection, discipline and advancement. Strong executive leadership, project management, budget and communications skills important. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered.

**IMPORTANT ATTRIBUTES:** Knowledge of Public Administration, local government management and business theory, practice and administration in order to oversee the planning and implementation of department functions; to prepare reports/analyses, policies and budgets; principals and practices of human resources management; Analytical skills necessary in order to develop and implement department mission; goals and procedures; determine needs for expenditures, personnel and operating budgets; and prepare special reports or analysis for jurisdiction or outside agencies. Highly developed negotiation skills for determining overall strategy for labor negotiations; ability to establish guidelines for Chief Negotiator to operate within and provision of management, direction and effective technical support assistance to negotiating team(s). Interpersonal skills necessary in order to provide effective leadership to subordinate personnel and develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction. Analyzing and resolving office administrative situations and problems. Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, and/or representing department at internal or external public meetings. Performing related duties as required.

**MENTAL/PHYSICAL REQUIREMENTS:** Must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Working conditions are typically quiet. **\*Please notify the Human Resources Department if accommodations are required to participate in the selection process.**

**INITIAL SCREENING DATE: TUESDAY, JULY 5, 2011**  
**OPEN UNTIL FILLED**

POSTED: JUNE 3, 2011



## HOW TO APPLY

Letters of Intent from qualified employees and applications with resumes attached from the general public will be accepted as follows:

- Website – [www.ci.peoria.il.us](http://www.ci.peoria.il.us)
- In Person or by Mail – City Hall, Human Resources Department, 419 Fulton Street, Room 302, Peoria, IL 61602
- By Fax – 309-494-8587
- By E-Mail – [humanresources@ci.peoria.il.us](mailto:humanresources@ci.peoria.il.us)
- By Telephone – Call 309-494-8575 with any questions

City residency is required within one year of hire. Selected candidate must pass a medical examination, including a drug screen and background investigation prior to hire. The City of Peoria, Illinois is an Equal Opportunity/Affirmative Action Employer.



Photo by Kevin May