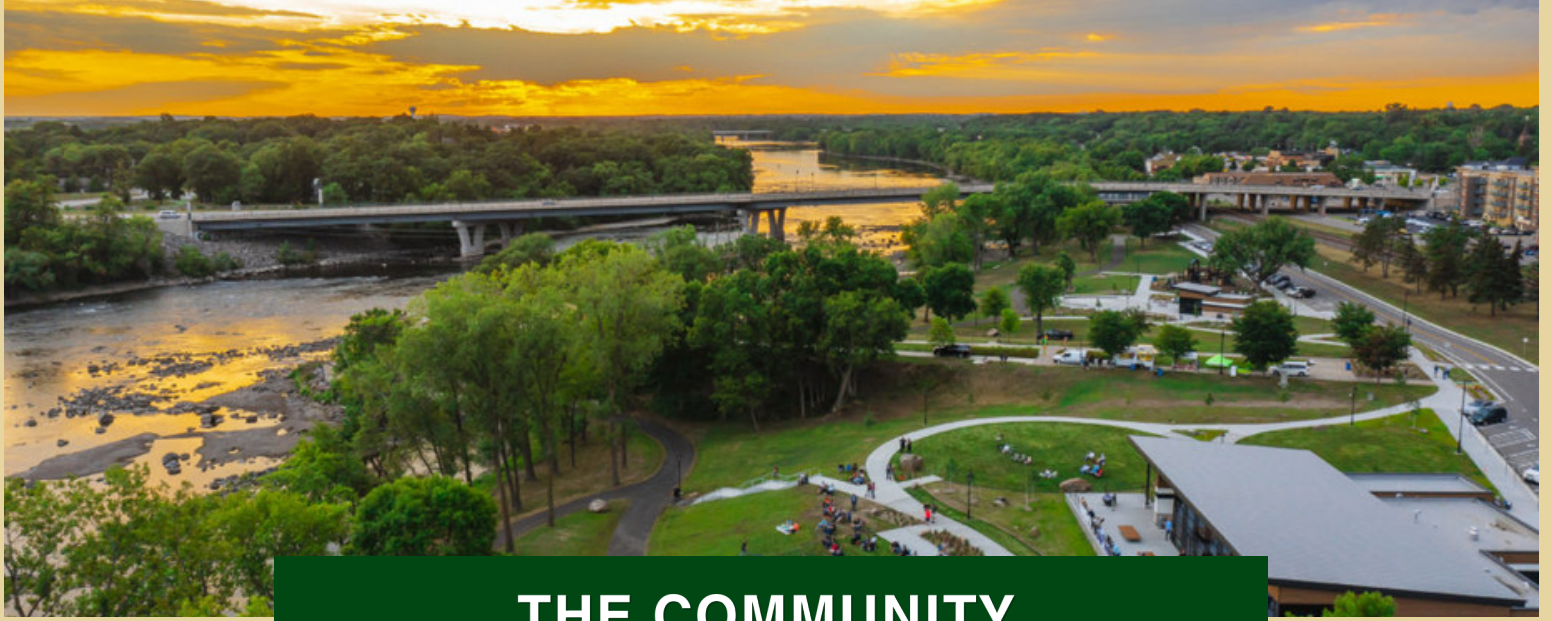




## HUMAN RESOURCES DIRECTOR

SALARY: \$93,413 TO \$128,149



# THE COMMUNITY

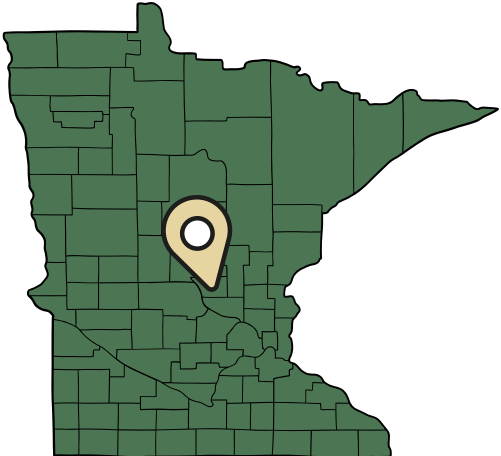
Located in Central Minnesota, Benton County is home to approximately 40,164 residents and is part of the St. Cloud Metropolitan Statistical Area. Benton County is one hour north of the Twin Cities and one hour south of premier lake and resort areas.

The center of Benton County is the City of Foley, the county seat. Most of the County's larger communities (St. Cloud, Sauk Rapids, Sartell, and Rice) are located on its western edge. The largest city is Sauk Rapids which has over 12,000 residents. The part of St. Cloud that is located in Benton County includes about 6,400 residents. Sartell's Benton County section includes over 2,000 people. Rice, with a population of over 1,200, is located on the northwestern edge of the County.

Benton County is committed to providing a high quality of life for its citizens through access to a variety of County programs and services, housing options, public health initiatives, and recreational amenities. Housing in the County is affordable due to the County's relatively low cost of living which is over 10% lower than the U.S. average.

Agriculture has been the center of economic activity for Benton County, and farming will continue to be one of the County's strongest economic engines. These land uses have played a pivotal role in shaping today's local and regional economy. As the County continues to promote its economic vitality through farming and agricultural uses, it is committed to finding new opportunities to diversify the economic climate. Major Employers include J-Berd/Security Fire Sprinkler/Berd Electric, Knife River Corp, and Sauk Rapids-Rice ISD.

CITIES	TOWNSHIPS	
Foley	Alberta	Mayhew Lake
Gilman	Gilmanton	Maywood
Rice	Glendorado	Minden
Royalton (part)	Graham	Saint George
St. Cloud (part)	Granite Ledge	Sauk Rapids
Sartell (part)	Langola	Watab
Sauk Rapids		





## EDUCATIONAL OPPORTUNITIES

Two primary public school districts serve Benton County's student population.

Foley Public School District consists of an elementary school (PreK-3rd grade), intermediate school (4th-8th grade), and a high school (9th-12th grade) and serves approximately 1,500 students.

Foley High School has one of the highest graduation rates in central Minnesota.

Sauk Rapids-Rice Schools serve all or parts of the communities of Sauk Rapids and Rice. With three elementary schools (K-5th grade), one middle school (6th-8th grade), a high school (9th-12th grade), and one additional school building that houses Early Childhood and Adult Basic Education programs, the district serves over 4,500 students.

Montessori education as well as a number of denominational schools are available within the County and nearby.







## HEALTHCARE

Williams Integracare has been a staple in the City of Sartell for more than 40 years. Integracare Clinic – Foley opened its doors in 2022, offering primary care, chiropractic, physical therapy, and occupational therapy care. Integracare is an independently owned clinic group.

CentraCare is a health care network consisting of 10 hospitals, more than 30 clinics, and several specialty care centers throughout central Minnesota, including Benton County. CentraCare's St. Cloud Hospital has a longstanding commitment to providing personalized, compassionate care for the people of Central Minnesota. As the largest health care facility in the region — including approximately 6,500 employees and a medical staff of more than 550 physicians — St. Cloud Hospital offers a full spectrum of inpatient and outpatient services.

The St. Cloud VA Health Care System offers a wide range of health, support, and facility services for Veterans in central Minnesota including primary care, mental health care, specialty care, social programs and services, and more.







## RECREATION & EVENTS

Benton County offers a sense of community with various local events, parades, and festivals throughout the year. Some of the popular events include:

- Benton County Fair
- Granite City Days Festival (St. Cloud)
- Mississippi Music Fest (St. Cloud)
- Rapids River Food Fest (Sauk Rapids)
- Sartell Summer Fest
- Rice Days
- Foley Fun Days
- Gilman Days

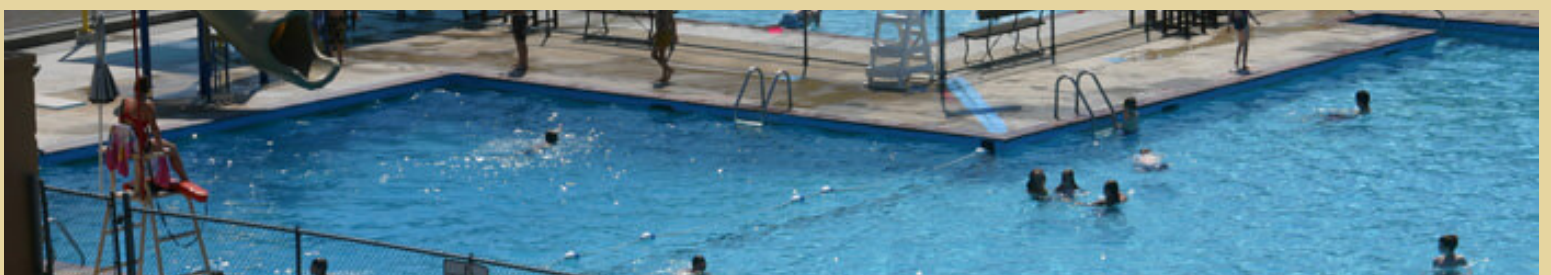
Benton County maintains and operates four county parks that encompass 338 acres in total. The two largest county parks include Benton Beach and Bend in the River. Benton County's parks provide a range of community gathering space and recreational activities. The parks system also offers a variety of options for the user such as camping, picnic shelters, trails, and passive open spaces. The park system is further complemented by city parks and open space areas.

Most of the trails in Benton County are destinations in themselves, offering scenic routes such as the Mississippi River Trail.

The Mississippi River is also a defining water feature that draws visitors throughout the region for boating, fishing, and other recreational activities. The river flows through the eastern part of the County.

### Area Attractions

- Benton County Historical Museum & Society (Sauk Rapids)
- Sports Arena East (Sauk Rapids)
- Summerland Family Fun Park (St. Cloud)
- Golf Courses (Foley, Rice, Sauk Rapids, St. Cloud)
- Bob Cross Nature Preserve (Sauk Rapids)





## THE ORGANIZATION

Benton County's governing body is the five-member Board of County Commissioners elected on a non-partisan basis to represent the five Commissioner districts. The County Board adopts the County budget and levy, enacts County ordinances, approves all contracts and labor agreements, makes appointments to boards and commissions, and supervises department heads whose positions are appointed by the County Board. Departments managed by appointed department heads include County Administration, Land Services, Highway, Human Services, Information Technology, and Public Health. Major County functions include public safety, social services, public health, County road and bridge reconstruction and repair, real property valuation and records, property tax assessments and collections, elections administration, land use and environmental regulations, and veterans services. Services are delivered from County facilities in Foley, with the exception of the Highway Department which is located one mile north of Foley.

Benton County employs 282 full-time and part-time staff as well as 10-12 summer seasonal staff. Of the 282 employees, 80% are represented by one of eight collective bargaining units.

## THE HUMAN RESOURCES DIVISION

The Human Resources Division is responsible for the administration and management of the human resources and labor relations functions for Benton County.

Division Services Include:

- Compensation and benefits
- Labor negotiations
- Recruitment and selection
- Resolution of employee disputes and grievances
- Risk management
- Training and development

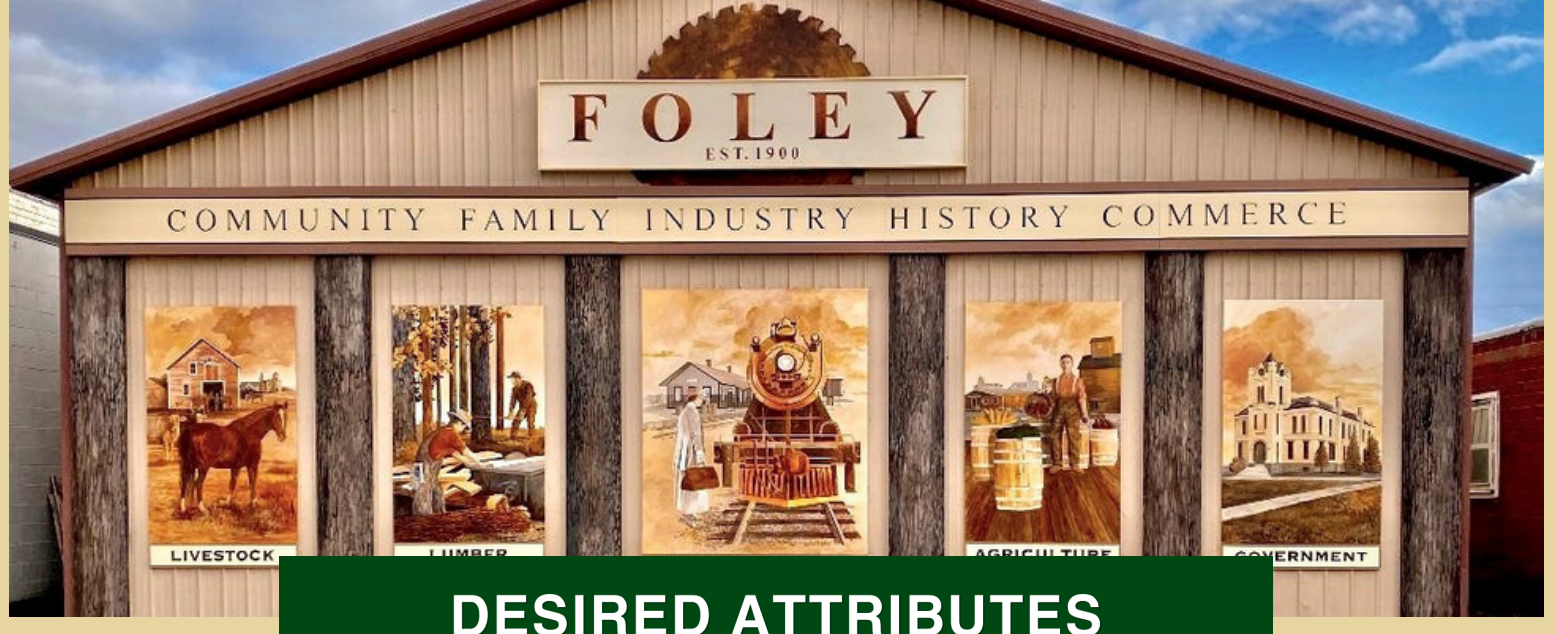
The Human Resources Director will have the support of a progressive Board and the benefit of having great staff within the Division to work with.





## CORE DUTIES OF THE POSITION

- Serves as an advisor to the County Administrator, providing interpretation and advice to County leadership and/or employees on Human Resources and employee relations issues, policies, procedures, compliance issues, laws, rules, and/or guidelines.
- Assists the County Administrator with labor relations administration.
- Completes other special projects that may fall outside human resources, safety, and benefits functions at the direction of the County Administrator.
- Performs supervisory duties for direct reports including, but not limited to, recruitment and selection, training, scheduling, conducting performance evaluations, performance improvement plans, and recommending disciplinary action.
- Serves as Affirmative Action Officer and Human Rights Officer.
- Administers the classification, compensation, and employee benefits programs.
- Oversees a centralized talent acquisition and hiring process managed day-to-day by the Human Resources Specialist.
- Conducts presentations, public relation activities, and responsibilities with both internal and external customers and members of the public.
- Assists Administration with County compliance with Minnesota Data Practices Act.
- Responsible for oversight and implementation of Human Resources Information System (HRIS) in coordination with the Finance Department and payroll staff.
- Oversees and/or compiles, summarizes, and prepares various county, state, and/or federal reports on personnel related issues, compensation, benefits, classification, FLSA, FMLA, ADA, and/or statistical summaries pertaining to HR statistics/outcomes/activities.
- Oversees a County safety program managed day-to-day by the Human Resources Assistant.
- Serves as Advisor to the Health and Wellness Committee and programs.
- Attends trainings, conferences, and seminars to ensure up-to-date employment law knowledge and implementation.
- Serves as a member of the County's management team.
- Participates, attends, and/or serves on various committees, professional organizations, or groups.
- Performs other duties as assigned or apparent.



## DESIRED ATTRIBUTES

- Able to work independently on projects conducting surveys, doing research, and proposing County policies, etc. as assigned by the County Administrator.
- Analytical and able to effectively communicate the reasoning and justification for taking a certain course of action.
- An intelligent, innovative and creative human resources manager aware of current HR trends.
- An individual with HR knowledge and experience, preferably at a high level in local government, education, or a non-profit.
- A director who is caring and able to maintain employee confidentiality.
- Strong interpersonal skills and ability to quickly form trusting relationships.
- Strong team player whose HR knowledge and problem solving makes them a resource to others.
- Leader who is confident, takes initiative, and can be respectfully assertive.
- Strong communication skills to keep the Board, management, and staff informed.
- Organizational leader who will unite staff around a shared vision for HR.
- A leader who is skilled at identifying and working to resolve workplace conflict.
- A manager who trains, develops, and promotes staff within the organization.
- Prior experience and knowledge in performance management, disciplinary procedures, and working in a Union environment.
- An individual who knows or has the ability to quickly learn the laws governing public sector employees.
- A leader who engages with staff that is approachable, willing to listen, and will create a positive work environment.
- A manager who delegates tasks and has an attitude of gratitude for others work.
- A director who is committed to creating a workforce around outstanding customer service.
- An individual familiar with technology and HRIS and how it can make operations more efficient.
- An outgoing individual who will be well connected with other county HR directors.
- A director who will be fair and consistent in how staff are treated and how policies are administered.
- A manager who will encourage cross training and sharing of information throughout the organization.





## POSITION ANNOUNCEMENT

**County:** Benton County, Minnesota

**Position:** Human Resources Director

**Salary:** \$93,413 to \$128,149

**Application Deadline:** May 15, 2024

**Job Summary:** Under the direction of the County Administrator, the Human Resources Director is responsible for the overall strategic development and administration of operations and planning, formulation, recommendation, implementation, and maintenance of human resource programs, systems, and services County-wide.

**Minimum Qualifications:** Bachelor's degree in Personnel Administration, Human Resources, Public Administration, Organizational Management, or related field, five years of relevant work experience, or an equivalent combination of education, training, or experience. Three years of experience in a supervisory or leadership role and professional experience in labor relations, classification and compensation systems, human resources consulting, and public administration are preferred.

**Apply:** Visit <https://daviddrown.hiringplatform.com/210310-benton-county-human-resources-director/872781-application-form/en> and complete the application process by May 15, 2024. Finalists will be selected on June 4, 2024, and final interviews will be held on June 26, 2024.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.



**DDA**

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a David Drown Associates Company

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