



Manatee County invites applications for
Director, Human Resources
Manatee County, Florida

Executive Search Services Provided by ADK Consulting & Executive Search

The Manatee County Government

Providing quality customer service to its citizens, business owners and visitors is Manatee County Government's top priority, and that starts with the Manatee County employees.

Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics and they are looking for a Director of Human Resources who shares those values.

Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of their sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.

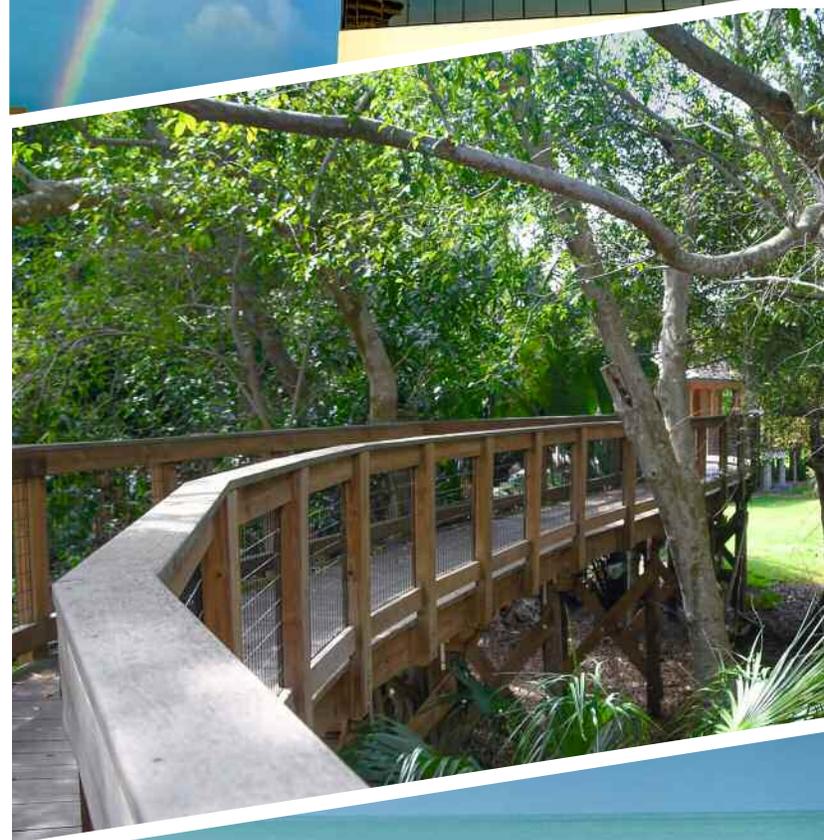
Manatee County

Manatee County is located on Florida's breathtaking Gulf Coast. It is bordered by Tampa Bay and St. Petersburg to the north, Hardee and DeSoto counties to the east and Sarasota to the south. The beautiful beaches of Anna Maria Island fade into the Gulf of Mexico to the west.

Many believe these shores were the initial landing spot for Spanish explorer Hernando de Soto in 1539. Manatee County – so named for the slow-moving sea cow known as the manatee – was founded in 1855 and included a vast expanse of more than 5,000 square miles. That huge area was eventually divided into seven different counties, leaving Manatee County at 741 square miles.

The County seat and the largest municipality in Manatee County is Bradenton. Manatee County has five other municipalities, including the City of Anna Maria, Bradenton Beach, Holmes Beach, the Town of Longboat Key and Palmetto.

About 411,000 people call Manatee County home, but the population increases in the winter when high temperatures vary between 65 and 75 degrees.





Manatee County *(continued)*

The Sarasota-Bradenton International Airport, located on the Manatee-Sarasota County border, provides service to more than one million passengers per year. The area is also served by Amtrak Train Service and the Greyhound Bus lines.

Manatee County Area Transit System provides inexpensive public transportation to most developed reaches of the County. Other areas are easily accessible by car. Interstate 75 traverses north and south through Manatee County and is a major artery to get to other interstate routes.

Manatee County's top industries are tourism and agriculture. Tomatoes, strawberries, and peppers are the county's highest-grossing crops. Bealls Department Store is headquartered in Bradenton and Tropicana is one of the top employers in the County. Commercial fishing is found, especially in the Village of Cortez.

Manatee County is the Spring Training home of the Pittsburgh Pirates. Each March, the Pirates tune up for the Major League season at LECOM Park in Bradenton. The field is also home to the Bradenton Marauders, the minor league affiliate of the Pirates. Manatee County is the location of IMG Academies, where students from around the world learn soccer, tennis, basketball, baseball, and golf.

Manatee County's picturesque conservation areas are ideal for families, nature lovers and hikers. Emerson Point, Robinson Preserve and Duette parks are a handful of the county's scenic preserves. Manatee County also boasts several recreational parks. G.T. Bray Park is the largest of these and offers tennis, swimming, skateboarding, recreational leagues and walking trails. There are many boat ramps located on the Manatee River, Lake Manatee, Palma Sola Bay, and the Braden River.

Manatee County boasts several higher learning institutions, including State College of Florida, New College, Ringling School of Art & Design and the University of South Florida, Sarasota-Manatee campus.

In short, Manatee County is a wonderful place to live, work, play and visit. Click here to see a short video for more info on [**Manatee County**](#).





Bradenton

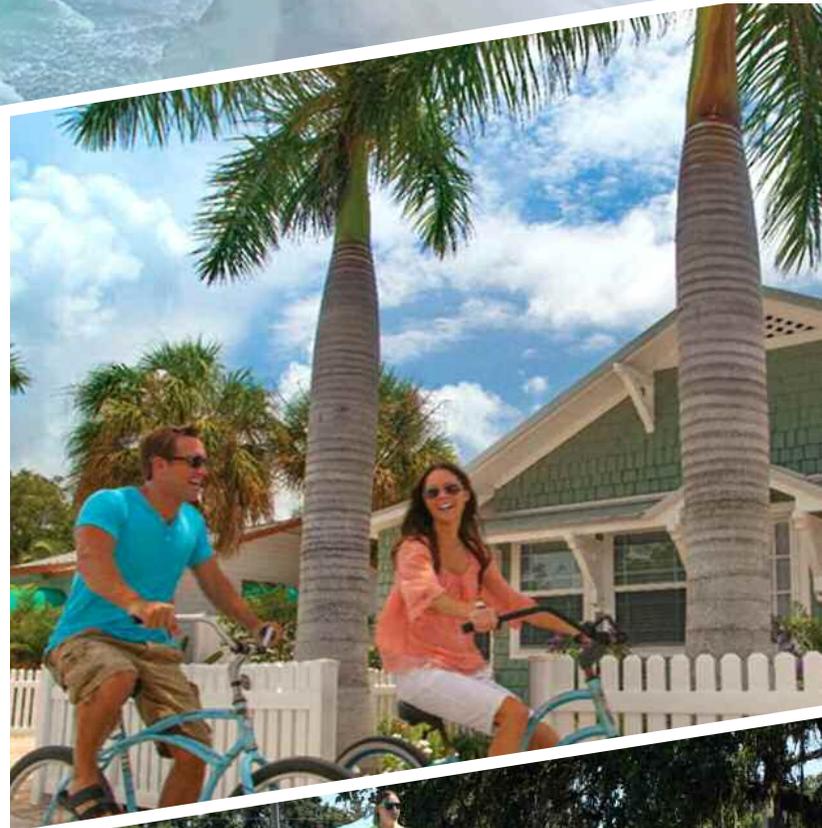
It's no accident that Bradenton's unofficial logo is a pair of sunglasses, and their motto is "The Friendly City." Bradenton is located along Florida's Gulf Coast, south of the greater Tampa Bay area and north of Sarasota. Bradenton is nestled on the beautiful Manatee River, and their Riverwalk allows many ways to enjoy the view.

Bradenton is just minutes from beautiful Anna Maria Island, where the grandeur of Florida beaches is always on display. They also host the Bradenton Blues Festival, which has rapidly ascended to become one of the best blues festivals in the country.

With so many things to be proud of - public art, beautiful parks, fine dining and entertainment - the one thing Bradenton is most proud of is its residents.

For more info on the area's communities, click the following links:

- [Anna Maria Island](#)
- [Bradenton Beach](#)
- [Holmes Beach](#)
- [Longboat Key](#)
- [Palmetto](#)





The Position

The Director of Human Resources directs and manages the human resources operations and programs for Manatee County Government. The incumbent directs the full range of human resource functional areas including benefits, compensation, employee and labor relations, HRIS, performance management, talent acquisition, and training and development.

The Director of Human Resources reports to the Deputy County Administrator/CFO and is responsible for directing all HR Functions for Manatee County Government. Additionally, this position develops and implements organization-wide policies and programs, provides counsel and support to employees, managers, and departments regarding Human Resources issues, policies, and procedures and serves as an active member of the County executive leadership team.

The Director of Human Resources will facilitate the improvement of business processes and services, identify long range objectives, and implement strategies and actions to execute and achieve results. The Director will be charged with examining and re-engineering operations and procedures where needed, as well as reviewing existing policies to make recommendations for change. A working knowledge of best practices, benchmarking, and performance measures is needed.

The Director of HR should be proficient in compensation methodologies, benefit plan design, reward systems' influence on employees, organizational development, and performance effectiveness. Additionally, the Director must have a solid understanding of principles and concepts of the labor market, pay for performance - based compensation systems, and principles and concepts of leadership as they apply to employee motivation. A strong background in recruitment and employee relations management is needed.

The successful candidate will be a professional, innovative team leader with a collaborative management style whose values align with the organization in our A(Accountability) C (Civility) and E(Ethics) philosophy. The selected candidate will support staff and encourage ideas, development, and training throughout the organization while promoting accountability and setting high-performance standards.

The Position *(continued)*

The ability to positively impact the overall culture of the organization is essential. The Director will be approachable, personable, and able to build trusting relationships with a variety of stakeholders. The Director must have exceptional communication skills and the ability to succeed in a diverse, fast-paced environment.

The Director manages a team of 4 Division Managers, including Benefits, Employment Services, Compensation, and Training and Development, along with a Programs Coordinator and Employee Relations/Development Coordinator.

The Division Managers each have a staff to support their functions, for a total of 24 FTEs. Of note: The Benefits division manager also manages the Third-Party Administrator of the County's Health Plan's dedicated contracted staff that assists with Employee interactions as the Self-Funded Health Plan is administered and shared by five constitutional agencies (Sheriff, Clerk of the Court, Property Appraiser, Tax Collector, Supervisor of Elections, and Metropolitan Planning Organization).

For a complete job description, [click here](#).

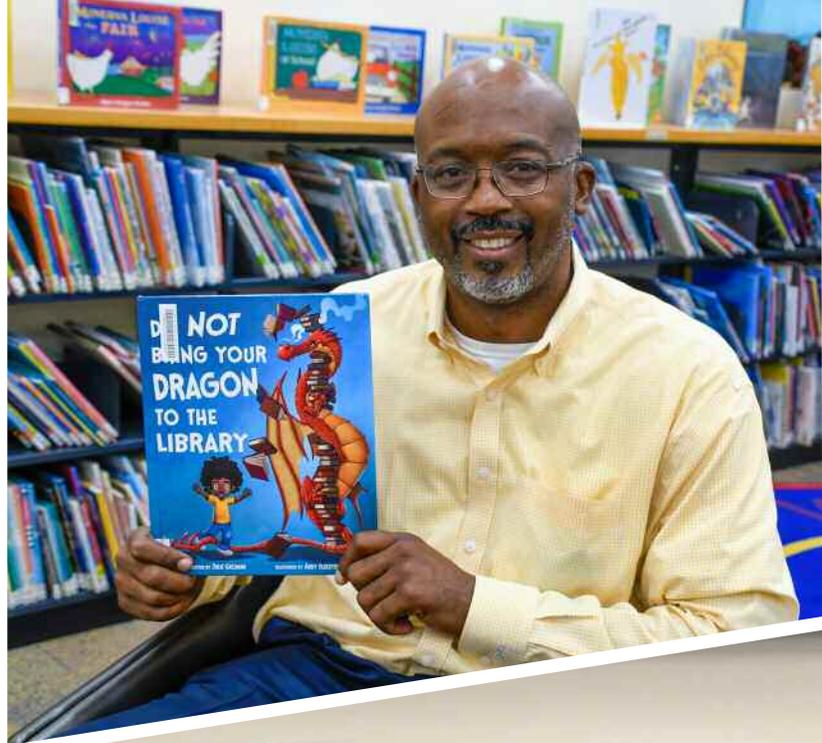
The Organization

There are 2100 FTEs split into 12 Departments with Directors that report to one of three (3) Deputy County Administrators. HR and Information Technology report to the same Deputy County Administrator/CFO of the organization. The Deputy County Administrators report to the County Administrator, who is appointed by the Board of County Commissioners.

Change Management

Currently the Departments' HR support positions are decentralized. It is a goal of the County Administrator to centralize the HR function and have all HR position staff be a member of the HR Department. This will be a priority in the coming year.

A new HRIS system RFP and Implementation is another priority in the near future. The department has an outdated system with many add-on modules that do not communicate well, and data is very difficult to manage.





Union

Manatee County Government has one (1) union, the IAEP, for Paramedics and Firefighters and is in negotiations to settle their next contract. The County has an attorney that is serving as the lead negotiator.

Employee Relations

The HR Director is expected to establish and maintain effective labor and management relations. We must ensure consistency and effectively resolve causes for grievances. The employee relations role is expanding in the organization, so the Director will need to be someone with a strong background in leading a team to address employee relations matters, and collaborate with external and internal legal teams, lawyers, and auditors for the efficient review and administration of personnel matters and labor contracts.

Service Delivery

Efficiency and effectiveness of the service delivery methods and procedures in the department present opportunities to improve. The Director will lead efforts to digitize manual processes and/or outsource functions in a cost-effective and labor efficient manner. This will likely be significantly improved with a new HRIS system. The position will also oversee the strategic training and organizational development activities to meet personal, professional, and organizational needs of our employees.

Position Qualifications

- Bachelor's degree in human resources, business or public administration, or a related field. Master's degree desired.
- 6 or more years of progressively responsible work experience in human resources to include management experience in one or more of the functional areas of human resources management. Experience in the management of health benefits is highly desired.
- SHRM-CP, SHRM-SCP, or similar Human Resources certification preferred.
- A comparable combination of education, training, and work experience which provides the requisite knowledge, skills, and abilities for this position may be considered.

Salary & Compensation

The salary range for this position is \$111,592 - \$185,307. Starting salary may be negotiated above \$148,000 based on qualifications and experience. The county offers an award-winning comprehensive benefits package, including generous paid holidays and vacation, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more. The Human Resources Director is a Senior Membership Class position in the Florida Retirement System, eligible for a higher level of contributions.

How to Apply:

To apply online, [click here](#).

Deadline for complete applications: Open Until Filled

Contact for this search is **Christine Santiago, SHRM-SCP**, christine@adkexecutivesearch.com

ADK will review and process applications as they are received, and we highly encourage you to apply as soon as possible. Final interviews will be held with the Manatee County Government Executive Leadership team in Bradenton, FL.

Preference applies in hiring for most Federal, State and county vacancies, and provides a uniform method by which special consideration is given to qualified Veterans. Veterans' preference laws do not, however, guarantee Veterans a job, nor do they give Veterans' preference in internal agency actions such as promotion, transfer, reassignment, and reinstatement.

Please note: After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: admin@adkexecutivesearch.com

Pursuant to FL Open Records law, applications and resumes are subject to public disclosure. Manatee County Government is an Equal Opportunity/ADA Employer.

