



St Pete Beach, City of (FL)

DIRECTOR OF HUMAN RESOURCES

SALARY	\$48.95 - \$78.32 Hourly \$3,916.19 - \$6,265.88 Biweekly \$101,821.00 - \$162,913.00 Annually	LOCATION	City Hall, FL
JOB TYPE	Full-Time	JOB NUMBER	00
DEPARTMENT	Human Resources	OPENING DATE	10/29/2025
MAX NUMBER OF APPLICANTS	1000		

Job Summary

The City of St. Pete Beach is conducting a national search for the Director of Human Resources. To apply, please visit www.srnsearch.com and apply online. Questions should be directed to S. Renée Narloch, President, S. Renée Narloch & Associates, at (850) 391-0000 or info@srnsearch.com.

The City of St. Pete Beach is a Gulf Coast barrier island community in west-central Florida, close to St. Petersburg and Tampa Bay. The city is approximately 2.25 square miles and has a year-round resident population of about 8,900. St. Pete Beach is frequently recognized as a premier destination and has received the Travelers' Choice award from TripAdvisor as the top-ranked beach in the United States. The City is seeking qualified candidates for the position of Director of Human Resources, which reports to and works collaboratively with the City Manager. The City has approximately 159.5 FTEs and a total FY2026 Expense Budget of \$122.6 million, including a General Fund of \$45.2 million. The City provides traditional services, including fire protection and emergency medical services; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. The City seeks candidates to become part of a transformative leadership team and drive strategic development of the organization in a highly innovative and supportive team-oriented environment.

The Director of Human Resources is a strategic-thinking generalist who is passionate about implementing impactful organizational development initiatives. This position serves as a visionary and forward-looking leader, responsible for driving planning, performance management, and continuous improvement efforts across the organization. As an advocate for professional development and continuous learning, the Director ensures that human resources services evolve to meet the needs of the changing organization. As a member of the Leadership Team, the Director of Human Resources champions the City's mission, vision, and values, contributing to city-wide performance and strategic leadership initiatives while promoting leadership, empowerment, and effective communication at all levels of the organization. This position reports directly to the City Manager.

Essential Job Functions

Administers the personnel management system: must have knowledge of and experience with EEOC, ADA, FLSA, FMLA, COBRA, Veterans Preference, collective bargaining, recruitment and selection, classification and compensation, group benefits administration, group retirement and pension plan administration, risk management and safety programs, and employee training and development programs.

Human Resources in the City of St. Pete Beach has a strategic focus on the following areas:

- **Organizational Development and Management:** Facilitates the development of the municipal government by using group-based strategies for solving problems and decision-making.
- **Human Resources/Workforce Planning and Strategy:** Develops and implements strategies to anticipate and plan for future changes in the delivery of human resources in the municipality including anticipating staffing needs, developing recruitment and retention strategies, succession management, and team-member engagement.
- **Talent Management:** Attracts, sources and hires top talent, overseeing the onboarding process with a focus on strategies to promote the understanding of mission, vision and values, and identifying training needs, designing training programs, and facilitating opportunities for staff members to learn and grow.
- **Team Member Relations and Performance Management:** Establishing City-wide strategies for performance management with consistent application of policies for team member relations issues. This includes negotiation of collective bargaining agreements.
- **Compensation, Benefits and Retirement Administration:** Management of the City's compensation structures, salary studies, group benefits plan administration, group retirement and pension plan administration, and associated software systems. Expert use of NEOGOV software as our main HRIS system will be expected.
- **Policy Development, Compliance and Risk Mitigation:** Develops and implements policies and procedures that govern employee behavior and conduct in the workplace. Legal compliance with employment, laws, regulations, conducting audits and managing legal documentation such as employee contracts and policies. Proactive handling of risk by developing an overall City strategy to proactively address risk, such as developing risk assessments related to workforce management, including identifying potential risks such as turnover, safety, and skill gaps.
- **Other Duties:** Performs other duties as assigned.

Minimum Qualifications, Licenses, Certifications

- A Bachelor's Degree in Human Resources, Public Administration or a directly related field required. Master's Degree preferred.
- HRCI or SHRM certification preferred.
- At least seven (7) years progressively responsible experience in human resources required, preferably in the public sector.
- Valid Florida Drivers License

Emergency Response Status

As a condition of employment, City of St. Pete Beach employees may be required to work as directed during an undeclared and/or a declared emergency. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

Knowledge, Skills, Abilities, Physical and Environmental Conditions

- Advanced knowledge of the principles, methods, and practices of human resource management.
- Knowledge of general laws, practices of personnel administration, risk management, labor relations, administrative policies, and that of municipal government functions.
- Knowledge of Federal and State employment related law.
- Knowledge of modern trends and practices in public HR administration, especially organizational development, project management, and change management.
- Ability to communicate clearly and concisely, using excellent verbal and written communication skills.
- Demonstrated ability to listen and consider input while being flexible and forward-thinking regarding a resolution.
- Identify and lead, executing appropriate action relative to operational situations
- Create healthy and productive working sessions with team members, City officials and City leadership.

- Promote collaboration to achieve common operational and organizational goals.

Physical Requirements

- This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- The work requires reaching, pushing, fingering, grasping and repetitive motions.
- The ability to verbally communicate is required for expressing or exchanging ideas by means of the spoken word.
- The ability to hear is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Employer

St Pete Beach, City of (FL)

Address

155 Corey Ave

St Pete Beach, Florida, 33706

Phone

727-363-9251

Website

<https://www.stpetebeach.org/>

DIRECTOR OF HUMAN RESOURCES Supplemental Questionnaire

*QUESTION 1

Do you have a minimum of a Bachelor's Degree from an accredited university in Human Resources, Public Administration or a directly related field?

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have a minimum of 7 years of progressively responsible experience in human resources leadership, preferably in the public sector?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have a valid Florida Drivers License?

- ☐ Yes
- ☐ No

*QUESTION 4

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- ☐ Yes

☐ No

* Required Question