

Human Resources Director

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The City of Dunkirk is seeking a Director of Human Resources. This is a confidential executive level management position that acts as a senior level advisor to the Mayor, City Council and department directors. The incumbent's primary function is to plan, direct, implement and oversee human resource policies and activities including employment, benefits, training, employee relations, collective bargaining agreements, and supervises the Personnel Department for the City of Dunkirk. The incumbent will be responsible to develop long-term and short-term planning in support of the City Strategic Plan. This is an appointed position under general direction of the Mayor with leeway allowed for the exercise of independent judgment in tasks performed.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in Public Administration, Human Resources Management, Business Management, Law or related field and five (5) years of full time paid experience in Human Resource Administration or Management; experience in dealing with labor relations to include collective bargaining unit negotiations.

Send resume to:
Mayor Wilfred Rosas
City Hall
342 Central Avenue
Dunkirk, New York 14048

Or email: wrosas@cityofdunkirk.com