



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: HR and Risk Management Director
DEPARTMENT: Human Resources
DIVISION:
SUPERVISED BY: City Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: The Human Resources and Risk Management Director is a senior-level, highly technical position responsible for overseeing all aspects of personnel management, labor relations, employee benefits, and risk management for the City. The position provides strategic leadership, ensures compliance with regulations, and serves as a key advisor to the City Manager, City Attorney, and City Council. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Represent the City in all phases of personnel, labor relations, benefits, and risk management matters.
- Serve as spokesperson in negotiations with the Fire Union.
- Review and make recommendations for reclassifications, merit increases, personnel action forms, educational reimbursement requests, employment selections, and other personnel matters.
- Develop, monitor, and administer the Position Classification and Compensation Plan.
- Ensure City policies, procedures, and regulations related to personnel and benefits are properly executed.
- Administer Employee Rules and Regulations; issue operating instructions and policy interpretations.
- Develop and manage recruitment and examination programs to ensure an adequate supply of competent candidates.
- Prepare and manage the Human Resources department budget; assist with expenditure planning.
- Conduct pre-disciplinary and determine disciplinary actions up to and including termination.
- Mediate disputes between employees and facilitate responses to grievances.
- Direct activities of the Risk Management Division, including administration of employee insurance benefits, property/casualty/liability insurance, and self-insured health plans.
- Respond to property and liability claims from citizens and attorneys.
- Build and lead a strong leadership team aligned with the City's vision and goals.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal, State, and local laws, ordinances, policies, and best practices in personnel management, labor relations, benefits, and risk management.
- Knowledge of employee benefits analysis and public administration principles.
- Ability to analyze administrative problems, interpret policies, and write or revise policy documents.
- Ability to collect, interpret, and present data from administrative studies and surveys.

- Strong interpersonal and leadership skills; ability to maintain effective relationships with officials, employees, business partners, and the public, often in high-pressure situations.
- Change management expertise and the ability to inspire, implement, and sustain organizational change.
- Strong organizational skills with the ability to multitask and manage competing priorities.
- Effective communication skills, both verbal and written, including public presentations.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s degree in Human Resources, Business Administration, Public Administration, or related field (Master’s preferred).
- Seven (7) years of progressive management experience in public-sector human resources.

Licenses, Certifications, or Registrations:

- Valid Florida driver’s license.
- SHRM-related certification preferred.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE