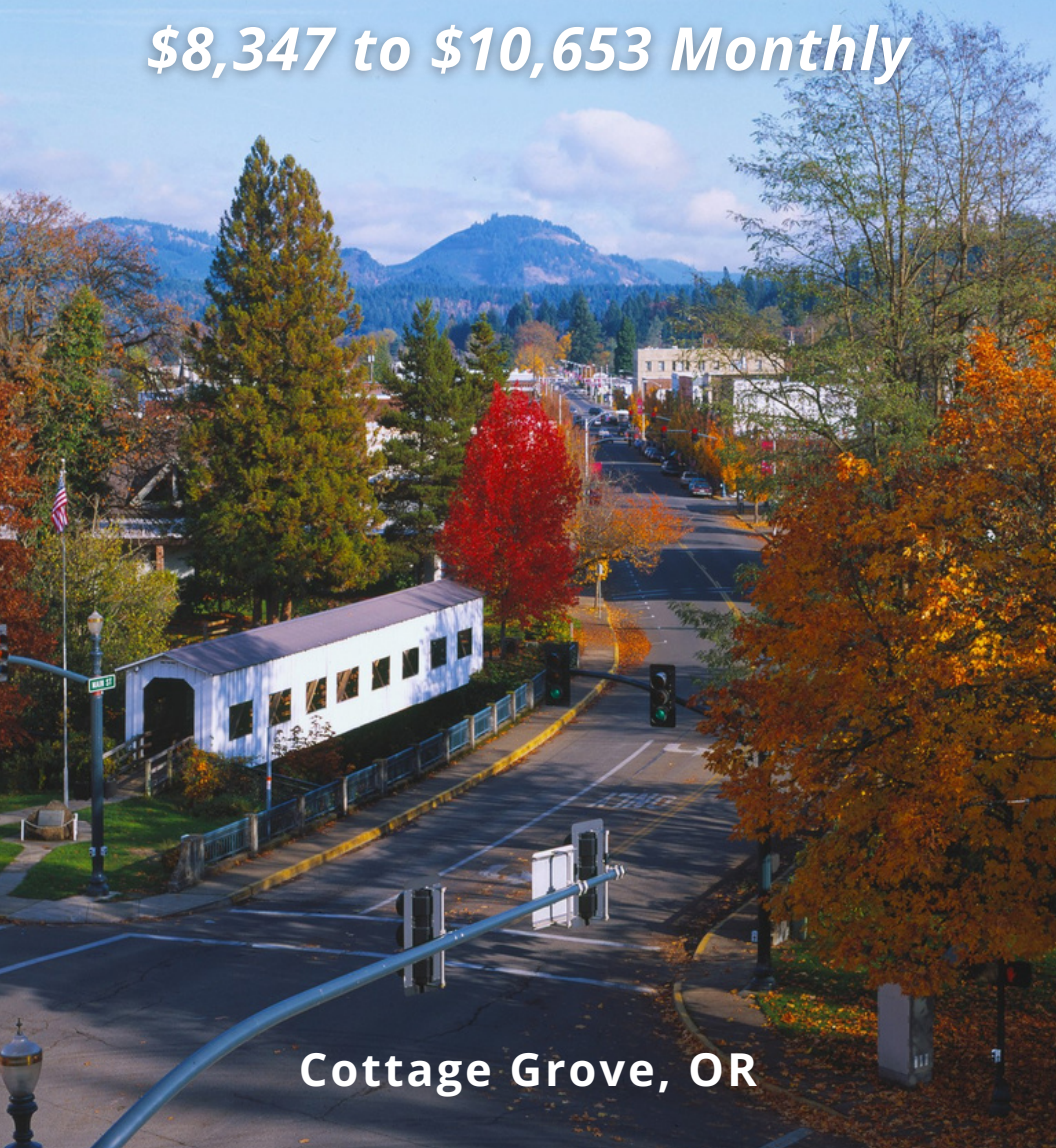




HUMAN RESOURCES DIRECTOR

\$8,347 to \$10,653 Monthly



Cottage Grove, OR

The Community



The City of Cottage Grove (population ~10,800) is nestled in the Southern Willamette Valley and has rich history in gold mining and logging. It is a small town with an abundance of outdoor recreation including two beautiful lakes, multiple natural swimming locations, miles of scenic biking and hiking trails, several campgrounds, and two golf courses. The surrounding area is full of lush green trees with no shortage of activities that provide opportunity to get outside and enjoy nature.



As the covered bridge capital of the west, Cottage Grove's six covered bridges attract tourists from near and far. The oldest bridge in the area, the Mosby Creek Bridge, was constructed in 1920. The Chambers Bridge is the last remaining covered railroad bridge west of the Mississippi; it was originally built in 1925 and fully restored in 2011.



Cottage Grove has a robust historic downtown, featuring quaint shopping, dining and social events. If you are looking for additional shopping or entertainment experiences, it's a short 20-minute drive to Eugene or Springfield. Cottage Grove is unique in its ability to offer the advantages of living in a small town that is just a short drive to larger neighboring cities.

The Position

The City of Cottage Grove is seeking an experienced and people-centered Human Resources Director to lead the city's HR operations and help shape its organizational culture.

This highly visible and hands-on role is ideal for a collaborative leader who values community engagement, believes in the power of public service, and thrives in a dynamic environment where no two days are the same. The HR Director regularly attends City Council meetings and partners closely with city leadership to advance workforce initiatives and ensure the city remains an employer of choice.

KEY RESPONSIBILITIES

- Lead, administer and direct all areas of human resources including recruitment, classification and compensation, employee benefits, safety, training, and employee and labor relations.
- Serve as trusted advisor to the City Manager and executive team, providing HR perspective in strategic planning and policy development.
- Represent the HR department at City Council meetings, ensuring open communication on workforce initiatives and organizational needs.
- Coordinate, conduct, and oversee employee relations, workplace investigations, and disciplinary processes with fairness, consistency, and confidentiality.
- Serve as the city's lead negotiator and advisor during collective bargaining and labor relations activities; coordinate cost analyses on bargaining proposal; initiate special studies; administer labor agreements; and represent the city in labor-management issues.
- Develop and maintain the city's job descriptions and classification and compensation structures; perform periodic job analyses, research and recommend adjustments to wage scales, and ensure equitable compensation structures.
- Administer citywide employee benefit and retirement programs through contract administration and collaboration with external providers.
- Serve as a key member of the city's executive team contributing to cross-departmental initiatives and organizational excellence.

For additional information and to apply
please refer to the position listing at
www.cottagegroveor.gov/jobs.

The Ideal Candidate

Cottage Grove's next Human Resources Director reports to the City Manager and will lead, administer, and direct the city's human resources operations and functions including administrative policy, recruitment, employee benefits, classification and compensation programs, workplace safety and workers compensation programs, employee training and development, employee records management, HRIS, and employee and labor relations.

Possessing exceptional communication and strategic planning skills, partnered with a strong ability to establish and maintain effective working relationships, the city's next Human Resources Director will have a proven track-record of serving as a trusted advisor, coach, and counselor in day-to-day employee relations as well as overall strategic planning and policy development.

As the city's sole HR professional, the Human Resources Director will be well-rounded in all aspects of HR operations and programs; well-versed in applicable laws, regulations, and best practices; and have the ability to adapt quickly to changing organizational needs and respond promptly and constructively to stakeholder needs.

Contributing to cross-departmental initiatives and organizational excellence, the Human Resources Director serves as a member of the city's Executive Leadership Team.

EDUCATION AND EXPERIENCE:

Bachelor's degree in human resources, public/business administration or related field AND Five (5) years of human resources experience, including hands-on public-sector or municipal HR experience in areas such as labor relations and collective bargaining, job classification and compensation, benefits and leave administration, risk management, and policy development; including at least three (3) years in an administrative leadership role.

The ideal candidate will have a strong understanding of employment law, collective bargaining, and public sector employee and labor relations.

Preferred qualifications include: a Master's degree in human resources, public/business administration or related field; professional certification such as SHRM-CP/SCP or PSHRA-CP/SCP; and advanced experience in municipal or government HR leadership including employee engagement and organizational development initiatives.



Opportunities & Priorities

Impact the full scope of the city's HR programs and operations: the city's next Human Resources Director will have the opportunity to build upon the progress of the previous Director by developing, implementing, updating, and/or modernizing the full scope of the city's human resources programs and operations such as employee handbook updates, city-wide employee training and development programs, and protected leave processes.

Positively impact the organizational culture: employing the use of their experience, emotional intelligence, and professional expertise, the Human Resources Director will coach and counsel supervisors and management in performance management and employee relations, providing training on conducting meaningful employee evaluations and information on supervisory best practices.

Establish and maintain cooperative working relationships: the city's Human Resources Director will have demonstrated ability to work cooperatively with internal and external partners including union leadership, individual employees, management, work groups, and employee benefit providers.

Contribute to collaborative, cross-departmental initiatives: as a member of the city's Executive Team, the city's next Human Resources Director will bring a collaborative and team working approach to a variety of initiatives including employee attraction, retention, and succession planning.

Compensation & Benefits

The City of Cottage Grove offers a generous compensation and benefit package including:

- **\$100,164 to \$127,836 per year salary range**
- City pays 95% of premiums for Medical, Dental, and Vision Coverage
 - Medical Co-Pay Plan with \$250 individual/\$750 family deductible per calendar year
 - Two Dental plan options
- \$15,000 of city-paid Basic Life and Accidental Death & Dismemberment coverage
- City-paid long-term disability coverage
- PERS participating employer - the city pays employee and employer contributions
- HRA-VEBA contribution paid by the city
- Generous Paid Leave
 - Vacation accrual: 6.67 hours per month and increases with longevity.
 - Sick leave accrual: 8 hours per month
 - Holiday leave: 11 paid holidays per year
- Longevity benefit

Application Process

For more information and to apply, visit: [cottagegroveor.gov/jobs](https://www.cottagegroveor.gov/jobs)

Interested individuals must submit the following application materials on or before Monday, December 1, 2025 at 5:00pm:

- City of Cottage Grove Application
- Cover Letter
- Resume
- Responses to Supplemental Questionnaire

(Applications submitted without all required materials will not be considered for the position)

Submit application materials to:

hr@cottagegrove.org

Questions, contact HR (541) 767-4114

Application materials will only be accepted electronically to the email address above. For more information and to apply,

visit: <https://www.cottagegroveor.gov/jobs>

or Scan Here



Full position description and additional information can be found at: www.cottagegroveor.gov/jobs

Application Deadline: Monday, December 1st, 2025 at 5:00pm

The City of Cottage Grove is an equal opportunity employer