The City of La Vista, Nebraska is seeking a collaborative, charismatic leader for the position of **Human Resources Director**.
THE CITY OF LA VISTA

POPULATION 16,746
MEDIAN AGE 35.3 years

MEDIAN HOUSEHOLD INCOME $70,184
MEDIAN HOME VALUE $169,100

NUMBER OF HOUSING UNITS 7,099 (estimated)
COST OF LIVING INDEX 93 (based on national index of 100)

LAND AREA 5.6 square miles

Incorporated in 1960, La Vista is the youngest city in the State of Nebraska. From modest beginnings as a subdivision of 335 homes platted on 80 acres of land and a population of 1,300, La Vista has grown to become a dynamic and progressive community of almost 17,000 and is one of the fastest growing cities in Nebraska. La Vista is bordered by the cities of Omaha, Ralston, Papillion, Bellevue, and Interstate 80.

La Vista is a friendly community, offering the advantages of a small town and opportunities of a large city. Its inviting neighborhoods feature well-kept homes abutting tree-lined streets and its commercial and industrial districts are undergoing impressive development and redevelopment. City leaders and residents have a progressive vision for La Vista that started with its incorporation over 62 years ago. La Vista offers an exceptional quality of life in a great suburban environment. The people who live and work in La Vista are truly proud of their community.

The community embraces a progressive plan for future growth and is able to attract and retain diverse businesses and highly skilled residents as a result of the City’s solid infrastructure and convenient location.

La Vista’s diverse and high-quality housing stock provides a wide range of residential options to its citizens. With 17 parks, a premier 62-acre sports complex, swimming pool, community center, youth and senior recreational programs, and an outstanding public library, leisure time opportunities abound as well.

Elementary and secondary education is provided through the Papillion La Vista Community Schools, the fourth largest school district in the state, and the Omaha Catholic Archdiocese, which operates schools in neighboring Ralston and Papillion. Pre-kindergarten education is available through the private Primrose Academy and the La Vista Montessori School.
Success requires strong leadership.

The City operates under the Mayor-Council form of government. The Mayor is elected at-large to a 4-year term, and eight City Council Members are elected from four dual-member wards to staggered 4-year terms.

The Mayor, with confirmation of the City Council, appoints a professional City Administrator, and certain other officials as specified in the La Vista Municipal Code.

The City Administrator manages the day-to-day operations of the City with the assistance of four senior directors responsible for Public Safety, Public Works, Administrative Services and Community Services. The City is comprised of 9 departments, including Administrative Services, City Administration, Community Development, Finance, Human Resources, Library, Police, Public Works, and Recreation. The total size of the City staff, as authorized in the FY22 Biennial Budget, is approximately 142, which includes 116 full-time positions. Fire and EMT services are provided via contract with the City of Papillion.

The elected and appointed leaders are long-tenured and experienced. The average tenure of City Council members is more than 15 years, many of whom also have previous board and commission experience. The current Mayor has served since 2006 and has previous experience as a City Councilman and as an appointee on City advisory boards.

The City Administrator was appointed in 2006 after serving as the Assistant City Administrator since 1997. The four senior directors are also long-term City staff members.

MISSION
The City of La Vista is dedicated to providing exceptional municipal services with the highest level of integrity, professionalism and excellence.

ORGANIZATIONAL VALUES
- **Accountability**
  We will be responsible for our decisions and actions as stewards of the financial, informational, physical, environmental and human resources entrusted to us.

- **Integrity**
  We will maintain high ethical standards in our personal and professional conduct.

- **Public Service**
  We are committed to providing high-quality public services to the citizens through communication, teamwork, professionalism, dedication to duty, courtesy and respect.

STRATEGIC INITIATIVES
- Quality of Life & Community Identity
- Economic Vitality
- Infrastructure Investment
- Safe Community & Thriving Neighborhoods
- Governance & Fiscal Responsibility
The City of La Vista, in conjunction with a private developer, is creating a new centrally located downtown for the community. A portion of the 84th Street corridor that runs through the heart of the City is currently being redeveloped into La Vista City Centre. This area will soon be a destination for music goers and foodies alike when construction is completed on the Astro, a state-of-the-art indoor, outdoor music venue, and numerous restaurants. Adjacent to the City Centre development, the City has converted a former golf course into a regional park with lakes, green space and trails. Other improvements and amenities are currently in the planning stages.

The Southport development is located on the western edge of the City. From its inception, the Mayor and City Council envisioned this area as a significant regional destination. With an Interstate 80 interchange, Southport is uniquely positioned and has attracted businesses such as Cabela’s, PayPal, the Embassy Suites/Marriott Courtyard and La Vista Conference Center as well as other nationally recognized operations. Currently a local non-profit is constructing the Nebraska Multi-Sports facility in this area which will include 12 lighted turf multi-use sports fields and accompanying amenities.
The Human Resources Director is an active member of the leadership team reporting to the Director of Administrative Services. This position will lead, guide and direct all activities of the Human Resources Department, including recruiting and hiring, onboarding, compensation and benefits, program development and administration, regulatory compliance, employee relations, performance development, and employee engagement.

The role will provide ongoing counsel and support to the City Administrator and all departments regarding employment matters to ensure the overall health and well-being of the organization. The successful candidate will ensure policies and procedures are implemented throughout the organization. The HR Director will collaborate with department heads on staffing initiatives; identify and make recommendations for maintaining the City's market competitiveness; build a network to attract, retain and grow top-tier talent; and promote an inclusive and diverse work environment, which ensures employees feel a sense of belonging and that their contributions matter.

Ensuring compliance with all applicable state and federal regulatory requirements related to employment and employee records management; leveraging technology to ensure process efficiency, information accessibility and security, and reporting accuracy; and providing oversight of the City's training programs are all critical components of this role.

As the leader of the department, the director will provide vision, direction and support to HR staff; craft and manage the department's annual budget; produce reports and presentations as needed; and represent the City in meetings with vendors, governmental agencies, community organizations and the public.
La Vista is seeking a collaborative and charismatic Human Resources Director with the knowledge and skills to build a solid, responsive Human Resources Department.

A highly ethical individual who values open and transparent government, and who responds to challenges diplomatically and strategically, will be perfect in this role.

Candidates should be professional, approachable, and not easily intimidated by questions or differences of opinion. They should also understand how to build consensus and encourage teamwork within the department and across the organization.

The ideal candidate will have strong leadership and management skills, excellent communication, relationship-building and mentorship skills; inspire confidence from community leaders; and be able to quickly establish trust and mutual respect with the City Administrator, City Council, Department Heads and staff members at all levels throughout the organization.

**EDUCATION, TRAINING & EXPERIENCE**

A Bachelor’s degree in Human Resources, Business Management, Public Administration, Political Science or related field, which includes education or training specific to Human Resources rules, regulations and legal matters.

Five (5) years of progressively responsible experience in Human Resources, two (2) of which must be in a Human Resources Management position with supervisory responsibilities, or an equivalent combination of related education and experience

A Master’s degree in Human Resources Management is preferred.

Prior government experience and certification as Senior Certified Professional (SHRM-SCP) or Professional in Human Resources, (PHR or SHRM-CP), or related certification are preferred.

**LEADERSHIP EXPECTATIONS**

- Encourage change
- Inspire commitment
- Establish relationships
- Select and build productive teams
- Develop successors
- Maintain integrity
CHALLENGES & OPPORTUNITIES

The HR Director will assume a variety of opportunities and challenges as they build the Human Resources Department, including:

- Implementation of an effective Human Resources Information System.
- Development of the department vision and strategy that aligns with the City’s mission, vision and values and will have a significant impact on the culture of the City’s workforce.
- Increase HR visibility and employee communication to build morale and encourage and promote employee engagement.
- Expansion of a comprehensive training and development program to promote and foster individual and organizational effectiveness, with an emphasis on training and mentoring to develop leadership, management and technical skills.
- Refinement of the employee performance management system, with the goals of maximizing system functionality and building on the pay for performance system.
- Ensure the on-boarding process reflects a quality experience for new employees and acquaints them with the City’s visions, values and culture, as well as provides ongoing support, mentoring and evaluation to achieve a cohesive work unit and promote retention.
- Develop recommendations for succession planning as nearly 50% of current employees are nearing eligibility for retirement. The HR Director along with the City Administrator will create a plan to establish career paths and position younger employees to develop into the next generation of City leaders.
To be considered, candidates must complete an application, including resume, cover letter and professional references. This can be completed online at CityofLaVista.org.

While this position will remain open until filled, applicants are encouraged to submit their interest quickly as candidate screening will begin on June 3, 2022. Under Nebraska law, the identity of interview finalists may be subject to public disclosure.

Direct questions or further inquiries to Kevin Pokorny, Director of Administrative Services at 402.331.4343 or KPokorny@CityofLaVista.org.

The City of La Vista is an Equal Opportunity Employer.

**APPLICATION, SELECTION & COMPENSATION**

**APPLICATION & SELECTION PROCESS**

**COMPENSATION & BENEFITS**

- Salary range of $82,576 to $115,648 DOQ
- Health, dental and vision insurance
- Life and long-term disability insurance
- 401a plan with 6% employer match
- Optional 457 retirement plan
- Generous vacation and sick leave
- Paid holidays
- Educational opportunities

If you are a Human Resources professional who enjoys collaboration, a family-friendly work environment and are excited by the challenge of helping to build a responsive HR Department for the City of La Vista, this position could be for you! Consider joining our team by applying today.