

# City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **Human Resource Manager** for the City of Las Vegas Human Resource Department.

**Entry Level:** Per Pay Plan


**Nature of Job:** The Human Resources Manager guides and manages the overall provision of Human Resources services, policies, and programs for the entire company. The Human Resource Manager originates and leads Human Resource practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Oversees entire department and supervises staff. Develops, administers and updated personnel rules and regulations approved by Human Resource Director, City Manager, Mayor and City Council. Develops, administers and maintains the City of Las Vegas classification and compensation plan in conjunction with the collective bargaining unit; develops, administers, and oversees three (3) pay plans. (A detailed job description is available at the Human Resource Office.)


**Qualifications:** Minimum Qualifications: A Bachelor's degree in human resources in public sector human resources administration preferred and/or 4 years of progressively responsible experience in public sector human resources administration, of which at least one (1) year has been in an executive level management/supervisory position. Must possess a valid NM driver's license and be insurable by the City's insurance carrier.

**Posted:** General Public: June 8, 2018 thru Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division

**Reviewed and approved for publishing by**

  
Ann Marie Gallegos, Interim City Manager

  
Human Resource Director