



NEW ALBANY, OHIO

Position Profile: Human Resources Officer

THE COMMUNITY

New Albany is a product of the passion and ingenuity of individuals who believe it's not just where we live but how we live that defines our quality of life. Master planning is evident everywhere in this aspirational community, from wooded preserves and scenic vistas to timeless Georgian architecture and nearly 2,000 acres of green space, including a metro park. Attention to detail creates a vibrant, pedestrian-friendly community with an unparalleled commitment to education, wellness, culture, health and leisure that inspires families and businesses alike. New Albany's Village Center, the town core, is home to many of the community's events and includes government offices, residential homes, restaurants, coffeshouses, shops, the New Albany Plain Local School District campus, the library, the Jeanne B. McCoy Community Center for the Arts, and the Philip Heit Center for Healthy New Albany.

Home to the largest master planned office park in Ohio, New Albany, with a residential population of 9,879 and a daytime population of 20,000, was recently named America's best suburb by [Business Insider](#).

LOCATION

Consisting of more than 14.5 square miles in the northeastern quadrant of Franklin County in central Ohio, New Albany is just ten miles from the Port Columbus International Airport and fifteen miles from downtown Columbus, Ohio's capitol city and the 15th largest metro area in the United States. There are twenty-six colleges and universities in the central Ohio region, including The Ohio State University featuring the nation's largest campus, the Wexner Center for the Arts and the Wexner Medical Center.



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STYLE OF GOVERNMENT

The city operates under a Council-Manager form of government, combining the professional management of an appointed city manager with the leadership of elected officials. The city council performs the legislative functions and consists of seven members, one of whom is the mayor. Council is elected by residents to four-year terms. Council and mayoral elections are held in November of odd-numbered years and are non-partisan. Council members appoint the city manager and the clerk of council, who serve at their pleasure.

Council members have been granted certain powers by the Ohio Constitution, the laws of the State of Ohio and the New Albany Charter. Council exercises those powers by or through the adoption of ordinances and resolutions. Among other things, the Charter gives city council the authority to create and abolish departments, commissions, boards and committees; audit city accounts and records; conduct inquiries and investigations; levy taxes; enforce city laws and regulations; adopt a budget; appropriate funds; and adopt building and zoning regulations. In addition to the powers, rights and duties of a council member, the mayor presides over council meetings and Mayor's Court, and performs ceremonial duties.

The city manager appoints and removes the director of law and the director of finance, subject to the consent and approval of city council. All other department heads are appointed by and serve at the pleasure of the city manager.

INSPIRING HOMES & RESIDENTS

Superlative design is part of New Albany's DNA. Famous designers and architects, as well as central Ohio's own Jack Nicklaus, all played an integral part in creating New Albany's unique landscape, neighborhoods and golf courses. Their final product combines the peace of the country with modern life conveniences and connects each neighborhood with signature white horse fences, a 33-mile leisure trail system and nearly 2,000 acres of greenspace so that virtually every New Albany home is one quarter of a mile or less from a neighborhood park.

IT'S THE PEOPLE

While known for its Georgian architecture and iconic white horse fencing, what truly sets this community apart are the residents and business partners who genuinely care about New Albany and are always thinking of ways to make it better. In this entrepreneurial community, our leaders provide opportunities for these ambassadors to share ideas and become involved to make those visions a reality. It is these opportunities that generate passion, connection, and yes, even a love for one's community. It doesn't happen everywhere, but it is evident here in New Albany - and as a community, we are all the better for it.

BUSINESS...ELEVATED

Much of New Albany's economic sustainability can be attributed to the 4,000-acre New Albany International Business Park. Established in 1998, the park is now home to Fortune 500 companies like Abercrombie & Fitch, Tween Brands, Discover, AEP, Aetna, Commercial Vehicle Group, Nationwide, Motorists Insurance, and TJX.

The New Albany Business Park is one of the largest master planned business parks in Ohio and the only one with three direct highway interchanges. Private businesses have created nearly 14,000 jobs and invested more than \$2 billion in our business park since its inception (and more than \$1.2 billion since 2009 alone). The park itself is served by dual feed power and one of the most powerful fiber optic networks in the country, offering very competitive rates and access to more than 180 different service providers nationwide. Three direct highway interchanges support the business park.

EDUCATION & LIFELONG LEARNING

The 200-acre New Albany Plain Local School District learning campus makes it possible to synergize all school activities and grade levels in one place. School district staff benchmark against the nation's highest performing schools to foster a spirit of continual learning and innovation. The school district's



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goal is to become one of the leading school districts in the nation and to develop high achieving, ethical, self-directed and intellectually curious citizens of the world.

RESPONSIVE CITY SERVICES

New Albany combines a sophisticated approach to sustainable development with a friendly atmosphere where our 80 full-time city employees understand the importance of being personally engaged with the community.

Day to day city operations are the responsibility of the city manager, who oversees directors in Community Development, Finance, Police, and Public Service. With all departments working as a coordinated team, New Albany has earned its reputation for providing a high level of municipal services in an efficient manner. Departments effectively communicate to expedite projects, resolve conflicts, and enhance the community's quality of life.

Fire and recreation services are not provided by the city. The Plain Township Fire Department provides fire and emergency medical services to the community and the New Albany Joint Parks District offers sports and recreational programming for all age groups.

BY THE NUMBERS

Population (2015 US Census Estimate)	9,879
Number of Households	3,334
% of Residents 25 or Older w/ Bachelors Degree	78%
Median Household Income	\$196,030
Median Home Value	\$485,100
Committed Jobs in New Albany Business Park	14,000

** New Albany shares income tax revenues with three school districts, a township, a neighboring city and the New Albany Community Authority district.*

BOND RATING

New Albany's current bond rating is Aaa by Moody's and AAA by Standard & Poor's. These are the best ratings a city can attain.

THE POSITION & QUALIFICATIONS

This full-time, highly responsible human resources position performs complex professional, technical, and confidential administrative work. The position directs and monitors the administration of all human resources activities and policies. These activities include employee relations, salary and benefits administration, policy creation and interpretation, recruitment/selection, classification and compensation, onboarding, staff training and development, employee relations, employment compliance applicable to federal, state and local laws and regulations, and organizational planning.

The Human Resources Officer works collaboratively with department directors in order to achieve the city's goals and takes and objectives in human resource matters and takes on leadership role in identifying, evaluating and resolving human resource issues, in facilitating communications, and in improving employee skills and work performance. This professional position requires advanced knowledge and includes work requiring the consistent exercise of discretion and judgment.

Bachelor's degree in a related field from an accredited four-year college or university is required. A Master's degree with course work in human resources management, public administration or similar field preferred. Five (5) years of human resources management experience, three (3) of which are in a management or leadership role in an organization of similar or larger size with responsibility for functional and strategic leadership of human resources. Public sector experience and project management experience a plus and IPMA-CP, PHR/SPHR or SHRM-CP/SHRP-SCP certification desired.



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THE IDEAL CANDIDATE

The Human Resources Officer has well developed speaking and writing skills and significant knowledge in the area of human resources. The Human Resources Officer demonstrates proficiency in teamwork, strategic thinking and is willing to occupy a highly visible position in the organization. Extensive leeway is granted for the exercise of independent judgment and initiative while the Human Resources Officer takes a collaborative leadership role in and works closely with all other department directors to achieve the goals and objectives of the city and in identifying, evaluating and resolving human resources issues, facilitating communications, and improving employee skills and work performance. Customer service orientation is a must.

The Human Resources Officer is an independently motivated, self-confident, innovative, visionary individual. He/she takes a positive, collaborative approach to problem solving with a proven commitment to serving the staff. This innovative team member will have solid presentation skills along with the ability to establish and develop positive working relationships with members of the city's leadership team, and all other city staff, in order to support a high level of organizational performance.

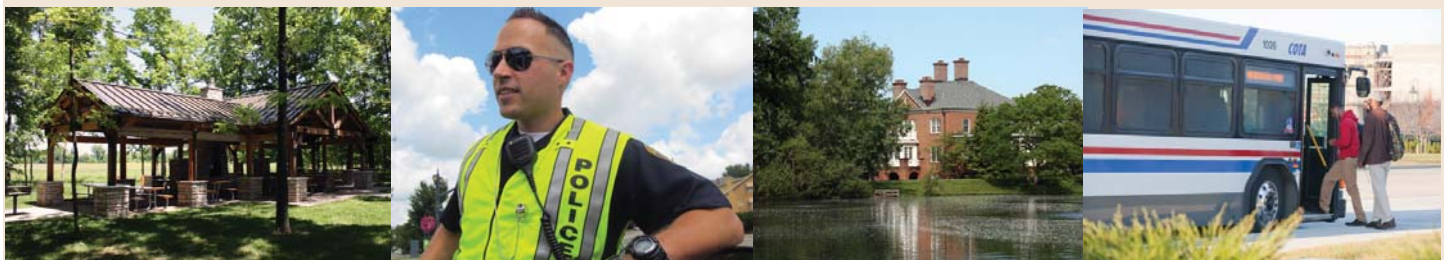
The ideal Human Resources Officer is a hands-on, collaborative leader and big picture thinker who is committed to implementing best practices in human resources with the capacity to build and maintain successful working relationships with city staff and to perform effectively in a culture marked by high expectations.

APPLYING FOR THE POSITION

Applications will be accepted until the position is filled; please e-mail cover letter, resume, and three (3) professional references to hr@newalbanyohio.org. Resumes for this position are public records and subject to inspection.

For optimum consideration, submit materials prior to the first review of resumes, which will occur March 6, 2017.

Questions should be directed to Mandy Bonifield (614.855.3913 or hr@newalbanyohio.org). More community information is available at www.newalbanyohio.org.



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