



Human Resources Director

CITY OF LOUISVILLE, COLORADO

Human Resources Director

.....

COMPENSATION

The expected hiring range is **\$151,694–\$182,041**, depending on qualifications, with a competitive benefits package. The [City of Louisville Employee Benefits Guide](#) is available at LouisvilleCO.gov/HR.

EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with major course work in Human Resources administration, public administration, or related field, plus a minimum of seven (7) years of progressively responsible job experience in a Human Resources Department with administrative, public service, technical or managerial job duties, and a minimum of five (5) years of supervision is required. Progressively responsible experience in benefits administration, classification and compensation, employee relations, and public sector experience are desirable. An advanced degree in a relevant field is preferred, and SPHR, SHRM-SCP or IPMA-HR SCP certification is highly desired.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Manager Paula Knappek at PaulaK@LouisvilleCO.gov.



About the Position

The City of Louisville is seeking a knowledgeable, enthusiastic, and experienced **Human Resources Director**. The Human Resources Director is an integral member of the City's Leadership Team and serves as a vital resource to all departments. The successful candidate will have a passion for public service, municipal experience, and a drive to be part of a transformative team for the City of Louisville.

The Human Resources Director is responsible for overseeing all aspects of the Human Resources department. As a senior leader, the Director cultivates collaboration among City departments and works with City leaders to align human resources with the City's overall goals and objectives. This position is crucial in establishing culture for the organization and will take an active role in developing strategies to support and provide high level service to the organization and its employees. Additionally, the Human Resources Director will play a key role in fostering a positive work environment and further developing systems, staffing, and stability to support the City and create a welcoming and inclusive environment for all. The Human Resource Director will be a leader in supporting and demonstrating the City's core values of innovation, collaboration, accountability, respect, and excellence (ICARE).

HOW TO APPLY

To review the full job description, or to apply for the Director of Human Resources position, please visit LouisvilleCO.gov/Jobs.



About Our Community

Established in 1878, Louisville’s history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado’s Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northwest of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and cultural amenities, excellent dining and shopping destinations, and the state’s third-highest ranked school district. In the City’s 2024 Community Survey, 93% of survey respondents rated Louisville as a place to live as excellent or good, and 92% rated Louisville’s overall quality of life as excellent or good.

Louisville’s authentic Main Street contributes to the city’s small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children’s Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city’s proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville’s Colorado Tech Center, a master-planned business park.

As *Money* magazine noted, “Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat.”



POPULATION

20,390



MEDIAN AGE

41.7



MEDIAN HOME VALUE

\$822,284



MEDIAN HOUSEHOLD INCOME

\$149,159

Human Resources Director Responsibilities

.....

- ▶ Oversee all Human Resources functions including benefits, compensation, Human Resources Information System & payroll, learning & development, performance management, recruiting & onboarding, employee recognition, personnel records management, employee relations, biannual employee surveys, and policy development.
- ▶ Stay current on federal, state, and local employment laws; recommend updates to policies to ensure compliance and best practices.
- ▶ Develop and maintain all HR policies, including the Personnel Policies, ensuring they reflect best practices and compliance with labor laws.
- ▶ Provide strategic workforce planning, including succession planning, organizational development, and leadership training.
- ▶ Conduct job analyses and oversee classification and compensation plans, ensuring competitive and equitable pay structures.
- ▶ Manage the City's performance evaluation process, ensuring alignment with organizational goals and professional development.
- ▶ Develop and implement employee retention strategies and oversee exit interview processes.
- ▶ Serve as a trusted advisor to supervisors and employees on workplace issues, conflict resolution, and disciplinary matters.
- ▶ Investigate and respond to discrimination, harassment, and other employee complaints, ensuring compliance with applicable state and federal laws.
- ▶ Coordinate risk management initiatives, including workers' compensation, employee safety programs, insurance, and insurance claims.
- ▶ Utilize HR analytics and reporting to drive data-informed decision-making and workforce planning.
- ▶ Oversee HR budgeting, including salary projections and benefits administration, ensuring financial sustainability.
- ▶ Negotiate and administer contractual agreements for HR services and benefits.
- ▶ Represent the City in employment-related claims, hearings, and other legal proceedings.
- ▶ Foster a positive work environment by implementing innovative employee engagement and wellness programs.
- ▶ Act as the City Equal Employment Opportunity (EEO) Officer and HIPAA Compliance Officer. Investigate any claims of harassment and discrimination. Ensure proactive programming and reporting with regulatory compliance matters including: ADAAA, FLSA, FMLA, COBRA, and all other related regulatory matters applicable to a legally compliant work environment.





About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

Innovation
Collaboration
Accountability
Respect
Excellence

The City's structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.



**ANNUAL
BUDGET**

\$29.6M GENERAL
\$87.6M TOTAL



**CITY
STAFF**

217 FULL-TIME
348 PART-TIME & SEASONAL