

MGT



CITY OF LAWRENCE, KANSAS
HUMAN RESOURCES DIRECTOR

A group of four people, three women and one man, are seated around a table in a meeting. They are all smiling and looking towards the right side of the frame. The woman in the foreground is wearing a white lab coat. The man on the far right is wearing a blue and white checkered shirt. The background is a blurred office setting.

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HUMAN RESOURCES DIRECTOR

THE COMMUNITY

Lawrence, a lively and dynamic city in northeast Kansas, sits just twenty miles from the Kansas City metropolitan area and within reasonable proximity of the state capital, Topeka. Its strategic location allows residents and visitors to enjoy the cultural and economic amenities of the metro while retaining a distinctly local character.

At the heart of Lawrence are the University of Kansas (KU) and Haskell Indian Nations University, an inter-tribal institution serving over 150 Native American nations. KU enrolls more than 28,000 students and remains a pillar of academic, athletic, and cultural life in the city.

As a vibrant college community, Lawrence offers a rich arts and cultural scene anchored by venues such as the Lied Center of Kansas. Outdoor amenities include attractive parks, a robust aquatics system, and three quality golf courses. Nearby Clinton Lake is recognized among '50 Great Boating Lakes' by Boating World Magazine. Massachusetts Street ('Mass Street') is often cited as one of the country's most picturesque main streets, anchoring a lively downtown of local shops, restaurants, and events.

DEMOGRAPHICS / GENERAL INFORMATION

Population (2024 est.): 97,271

Land Area: ~34.25 square miles

Racial/Ethnic Composition (2023–2024):

- White (Non-Hispanic): ~82.0%
- Black or African American: ~4.3%
- Asian: ~5.4%
- Two or more races: ~4.74%
- Hispanic or Latino (any race): ~6.6%

Median Household Income): \$67, 129

Median Home Value (2023): ~\$269,500

Median Age: ~27.3 years



THE CITY ORGANIZATION

Lawrence operates under a nonpartisan Commission–Manager form of government. The City Commission consists of five elected officials, serving staggered terms, with no term limits. Annually, the Commission elects a Mayor and Vice Mayor.

The Commission establishes citywide policy and appoints the City Manager, who serves as chief executive and oversees all departments, offering policy advice and recommendations to the Commission.

Lawrence employs approximately 999 full-time equivalent positions. The adopted 2025 budget totals approximately \$472 million, with a five-year Capital Improvement Program of \$480 million, supported by a strong Aa2 bond rating.

The City’s Strategic Plan will be updated in 2026, the current Strategic Plan includes the following outcome areas:

- Unmistakable Identity
- Strong, Welcoming Neighborhoods
- Safe & Secure
- Prosperity & Economic Security
- Connected City

Strategic commitments include:

- Community Engagement
- Efficient & Effective Processes
- Equity & Inclusion
- Sound Fiscal Stewardship
- Engaged & Empowered Teams
- Environmental Sustainability



MISSION:

We create a community where all enjoy life and feel at home.

VISION:

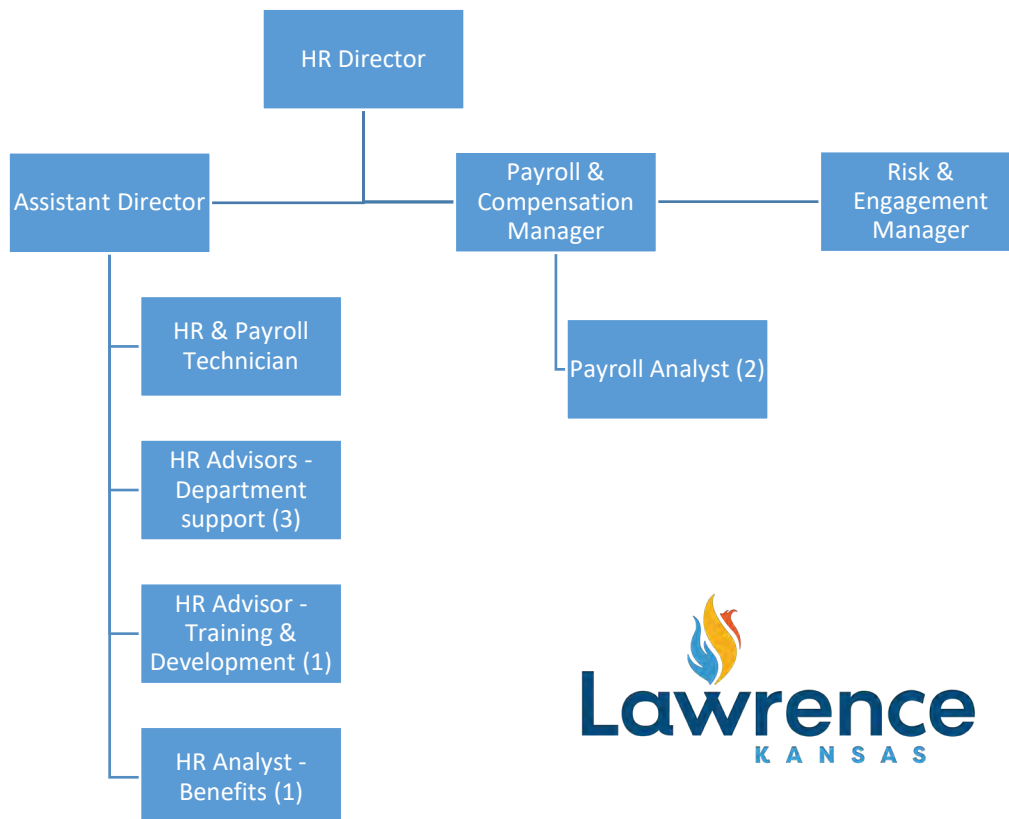
Supporting an unmistakably vibrant community with innovative, equitable, transparent, and responsible local government.

ORGANIZATIONAL VALUES:

- Character
- Competence
- Courage
- Collaboration
- Commitment

THE DEPARTMENT AND THE POSITION

Reporting to the City Manager, the Human Resources Director provides strategic leadership and management of all City-wide human resources programs, policies, and initiatives. The Director serves as a trusted advisor to the City Manager's Office, department heads, and employees, ensuring fair, consistent, and innovative approaches to HR management. The Director oversees a team of eleven staff members, including payroll and risk management, and manages budgets for both HR operations and employee healthcare. The city supports four collective bargaining units.

ORGANIZATIONAL CHART

KEY RESPONSIBILITIES

- Develop and implement HR policies, goals, and service delivery strategies.
- Oversee recruitment, selection, classification, and compensation systems.
- Direct employee benefit programs, including cost-effectiveness and vendor relations.
- Participate in and support labor negotiations; address labor/management issues.
- Provide guidance on employee relations, grievances, investigations, and disciplinary processes.
- Lead organizational training initiatives, including management and supervisory programs.
- Foster employee engagement, wellness, and recognition initiatives.
- Prepare and administer the HR Division budget; provide policy and program recommendations to leadership.
- Represent the City with employees, elected officials, labor groups, and external agencies.

QUALIFICATIONS

- Extensive knowledge of human resources management principles and practices, including classification, compensation, benefits, recruitment, and employee relations.
- Experience with labor negotiations, organizational culture, and employee engagement strategies.
- Strong leadership, supervisory, and team-building skills.
- Proven ability to analyze complex issues, develop solutions, and implement effective programs.
- Excellent communication and interpersonal skills.
- Bachelor's degree in human resources, public or business administration, or a related field required; a master's degree and professional HR certification preferred.

OPPORTUNITIES FOR STRATEGIC LEADERSHIP

- Adoption and implementation of a compensation study in 2027.
- Labor negotiations – four union contracts with staggered renewals.
- Recruitment of experienced executives to the leadership team.
- Adoption and rollout of new employee handbook with Lexipol software.
- Development of a robust employee engagement program including surveys, committees, and strategies with city leadership.
- Management of the city's self-insured health insurance fund amidst rising costs.
- Implementation of solutions to improve position management and personnel expenditure forecasting.

Candidates must apply by October 31, 2025, with resume and cover letter to www.GovHRjobs.com. For additional inquiries, contact: Charlene Stevens, Vice President of Human Capital (847) 380-3240 X 124. The City of Lawrence, KS is an Equal Opportunity Employer.

