



The City of

SEATAC

invites your interest in the position of

HUMAN RESOURCES DIRECTOR



Recruitment Services Provided by Ralph Andersen & Associates

An Outstanding Opportunity

The City of SeaTac, Washington, seeks a skilled professional to serve as its next Human Resources Director. This role requires a strategic thinker who can align Human Resources practices with City goals and values while fostering high trust, accountability, and an empowered workplace environment. The ideal candidate will be highly skilled in leadership coaching, employee relations, benefits administration, and ensuring compliance with HR policies and regulations.

Top candidates for final selection will possess strong operational experience, demonstrate ethical leadership, and be comfortable and confident working in a vibrant, fast-paced, and high-performance organization.



The SeaTac Community

The City of SeaTac is located midway between Seattle and Tacoma with a population of 32,000. Residents appreciate SeaTac's rich diversity, vibrant connectivity, and environmental stewardship. SeaTac is among the most racially, ethnically, and linguistically diverse cities in Washington State. It offers easy access to amenities with three light rail stations, two major roadways, and an international airport. It boasts beautiful parks, creeks, and trails, and spectacular views of Mount Rainier.

The City of SeaTac is unlike any other city of its size in Washington state. The Seattle-Tacoma International Airport (also known as Sea-Tac) is located entirely within the City's boundaries and is operated by the Port of Seattle. Sea-Tac is the nation's eleventh busiest airport, serving over 50 million people in 2023. The City is home to the second-largest concentration of hotel and motel rooms in the state, as well as Alaska Airlines' headquarters and a variety of local large and small businesses that serve the 195,000 people who work in or travel through the City each day.

SeaTac's central location between Seattle and Tacoma along the I-5 corridor offers the best of both worlds for both freeway and public transit accessibility. With three light rail stations, SeaTac is becoming a popular transit-accessible location for commuters looking to connect to the booming regional landscape which soon will expand beyond Seattle to the bustling hubs of Bellevue, Redmond, and Tacoma. Within the City, the SeaTac community enjoys a variety of public parks and amenities including a 34-acre dog park, BMX track, 6,000 square foot skate park, community garden, and a Community Center that offers an array of sports, activities, and classes. The City's 11-acre Highline SeaTac Botanical Garden is home to a stately Japanese garden, fragrant rose garden, woodlands, and trails. Angle Lake Park includes swimming, fishing, a water spray park, boat launch, and nature trail.

The community gathers for annual events like Shakespeare in the Park, Music in the Park, Friday Flix, Summer Market, Great Pumpkin Night, Holiday Tree Lighting, and the International Festival and Parade. SeaTac is proud of its rich racial, ethnic, and linguistic diversity. Notably, 62% of the population identify as persons of color and over half of the city's residents (age 5+) speak a language other than English at home. The City celebrates an annual "Welcoming Week: We Are SeaTac!" as part of a national campaign to create welcoming communities for all, including immigrants. SeaTac celebrates its rich cultural diversity as 38% of residents were born outside of the U.S.



SeaTac is a vibrant, economically strong, environmentally sensitive, and people-oriented community. The City of SeaTac has a diverse resident population with people from around the world. The resident population is approximately 32,000, with daytime population exceeding 200,000.

Governing Structure

Incorporated in 1990, the City of SeaTac operates under the Council-Manager form of government. An elected, seven-member City Council governs the City and the Council elects one of its members to serve as Mayor for a two-year term. The City Council appoints a full-time City Manager to oversee daily operations and to advise, implement, and administer the policies adopted by the City Council.

The City serves a population of 32,000 across 10 square miles with a biennium 2025-2026 budget of \$365 million and a team of 179 FTEs. Departments include City Manager's Office, Community & Economic Development, Finance, Fire (Puget Sound Regional Fire Authority), Information Systems, Legal, Human Resources, Parks & Recreation, Police (King County Sheriff), and Public Works. The City also has a Municipal Court.

The City of SeaTac prides itself on being a vibrant, economically strong, environmentally sensitive, and people-oriented community. City employees are committed, hard-working professionals, energized by the many challenges of a growing and changing urban locale. The City prides itself on its collaborative working relationship with its employees and union. The City seeks to provide an environment where everyone is treated as a valued and respected member of the team.



About the City Manager

Jonathan Young joined the City of SeaTac in January 2025. Before joining the City of SeaTac, Jonathan worked for five years as City Attorney of Vancouver, WA, and prior to that, as Managing Attorney of the Vancouver City Attorney's Civil Law Division – one of the largest in-house law departments in Southwest Washington. Jonathan has over two decades of legal experience. His leadership style is consistently regarded as calm, thoughtful, and deliberate. He is a dedicated professional, committed to fostering an inclusive, collaborative and empowering workplace culture – one that values professional growth, stewardship and a commitment to excellence. In SeaTac, directors are highly valued thought-partners and should be prepared to bring their creativity, emotional intelligence, and a sense of urgency to addressing inequities on behalf of a community that deserves the very best.

The Human Resources Department

The SeaTac Human Resources Department (HR) is responsible for managing and supporting the City's workforce to ensure a productive, compliant, and engaged work environment. The department oversees the entire employee life cycle, providing expert guidance on federal, state, and local regulations, City policies, and union contracts. Key functions include:

- ◆ Recruitment and Onboarding: Attracting and retaining talented individuals in the City's workforce.
- ◆ Employee Benefits: Administering benefits programs to meet the needs of employees and position SeaTac as an employer of choice.
- ◆ Performance Management: Facilitating performance evaluations and talent development to drive organizational success.
- ◆ Employee Relations: Responsibly handling employee concerns, labor relations, and union negotiations to maintain a collaborative workplace atmosphere.
- ◆ Organizational Development: Supporting the City's strategic goals and values through training, development, and organizational improvement initiatives.
- ◆ Employee Engagement: Enhancing workplace morale and productivity through employee recognition programs, wellness initiatives, and engagement strategies.
- ◆ Compensation and Classification: Ensuring competitive and equitable compensation and job classifications.
- ◆ Safety and Compliance: Implementing and monitoring safety policies to ensure a safe work environment and adherence to legal standards.

The Human Resources Department focuses on empowering the City's employees, fostering their growth, and aligning HR strategies with the City's broader objectives to enhance the effectiveness and quality of service in City operations.



Overview of Position

The Human Resources Director serves as a member of the City Administration's Leadership Team. As the Chief People Officer, under the direction of the City Manager, the Human Resources Director plans, organizes, and manages the City's comprehensive human resources and safety management functions and programs. The Director is also responsible for training, supervising, and evaluating HR departmental staff. Additionally, the Director provides guidance to staff in resolving work-related issues at the lowest level possible, fostering a positive work environment.

The HR Director is responsible for managing an annual operating budget of approximately \$1.4 million. There are four (4) FTEs budgeted to the SeaTac HR Department. Recent departures have presented an opportunity for the incoming HR Director to play a vital role in building a high-functioning HR Team. The next HR Director will be called upon to exercise creativity and innovation in optimizing HR services across a broad range of service areas. Together, the HR Team is responsible for serving as a valued business partner to the City Manager, City Councilmembers, Department Directors, and employees.

There's never been a more exciting time to lead the SeaTac Human Resources Department. Currently, SeaTac is working to distill and normalize a new set of organizational values that will center social responsibility, emotional intelligence, and physical/psychological safety as core city values. The City is also working to standardize workflows in a manner that builds collaboration and empowers responsible decision-making at all levels of the organization.

Representative Duties

- ◆ Plan, organize, and manage the City-wide comprehensive human resources and safety management functions and programs of the City, including recruitment and selection, employee relations and development, training, benefit programs, classification and compensation administration, employee recognition and safety, wellness, and health/ management to ensure human resource legal compliance. Assist with organizational development and strategic planning as assigned.
- ◆ Perform internal consulting services function for department heads and supervisors regarding personnel needs and issues; provide career counseling and work-related consultation for employees; provide mediation and conflict resolution services in a variety of work-related disputes. Guide staff in resolving conflicts expeditiously and equitably, ensuring a safe, civil, fair, and productive experience.
- ◆ Manage labor relations activities to assist the City Manager in partnering with City labor unions and their members. Participate on the City's negotiating team and represent the City in labor negotiations with assigned unions; develop or assist in developing proposals and contract language. Perform and monitor staff research on contract and labor relations issues; administer labor contracts, consult with supervisors and employees regarding contract interpretation and labor relations issues, investigate, resolve, or mitigate grievances; represent the City in grievance arbitration; and train management in contract interpretation and administration of labor issues.
- ◆ Develop and implement City-wide human resources programs and functions; participate in strategic planning activities as assigned to provide the Human Resources impacts on existing or proposed City plans and programs in support of City-wide goals.
- ◆ Supervise and evaluate the performance of assigned staff; recommend salary increases, reclassifications, discipline, reassignment, and terminations according to established procedures. Manage human resources programs to assure legal compliance with federal, state, and local laws regarding human resources functions and to assure fairness and consistency in the treatment of employees. Responsible for monitoring the City's personnel policies and practices; recommend corrective actions to ensure compliance when necessary.

Overview of Position *continued*

- ◆ Develop, administer, and monitor department budget to assure compliance with proper fiscal regulations and City policies; monitor and control expenditures. Recommend approval of budget expenditure requests. Provide updates of department activity.
- ◆ Provide staff liaison, research, and special projects for assigned community and employee boards, committees, and commissions; oversee staff support for specified boards and committees.
- ◆ Develop or monitor development and administration of mandated and discretionary training, such as safety and legal issues, train others in performance appraisal documentation and interview process, supervisory skills, and other related subjects. Work collaboratively with Department heads and supervisors to create a City-wide strategic training plan.
- ◆ Manage the City's classification and compensation programs. Maintain job descriptions, position control, salary, and benefits administration for adoption by the City Manager and City Council.
- ◆ Prepare and maintain a variety of personnel-related records and reports; submit to appropriate personnel. Oversee records retention and management for the Human Resources Department under Washington State retention rules including responding to and disseminating information as allowed for public records requests.
- ◆ Prepare materials for and make presentations to the City Council regarding Human Resources matters as requested.
- ◆ Communicate with City departments and outside organizations to exchange information, coordinate activities, and resolve issues or concerns.
- ◆ Department Heads may be required to serve in the capacity of Acting City Manager in the City Manager's absence.



The Ideal Candidate

The ideal candidate will be a well-rounded Human Resource professional who possesses:

- ◆ High empathy and active listening skills; capable of identifying undercurrents in culture and addressing friction proactively and constructively.
- ◆ Conflict navigation skills capable of turning tension into healthy dialogue rather than avoidance.
- ◆ Self-awareness and humility; a leader who recognizes their own blind spots and champions a mindset of constant growth and improvement.
- ◆ A commitment to advancing inclusion and belonging and ensuring fairness in hiring, promotions, and workload distribution.
- ◆ Interest and/or experience in the use of data (turnover, pay equity, engagement) to track and report progress honestly and inform future decision making.
- ◆ Skill in building relationships, partnering across department lines and ensuring HR is seen as supportive a business partner.
- ◆ Experience in designing and implementing programs that strengthen culture, recognition, and belonging.
- ◆ Strong integrity, adept at maintaining confidence while building trust, and confidence by modeling transparency when and as appropriate.
- ◆ High emotional intelligence; adept at fostering psychological safety and promoting HR's reputation as a trusted partner.

Qualifications

EDUCATION AND EXPERIENCE

- ◆ Bachelor's degree from an accredited college or university with major coursework in personnel, sociology, business administration, or a related field. A master's degree is preferred.
- ◆ Three (3) years of human resources experience in the public sector.
- ◆ Eight (8) years of experience of progressive responsibility in human resources including five (5) years in a supervisory capacity.

OR

- ◆ A combination of training and experience that provides the candidate with the knowledge, skills, and abilities to perform the job.

LICENSES AND OTHER REQUIREMENTS:

- ◆ A valid drivers license or ability to travel to remote job sites where employees conduct their work.

Salary and Benefits

The annual salary range for this outstanding opportunity is \$173,074 to \$221,550. Placement within the range will be based on qualifications and experience. Longevity begins after 5 years of service and increases every 5 years up to 25 years of service with the City. Eligible employees have the option to receive longevity pay each month, either as additional compensation or in the form of additional floating holiday hours. Additionally, the City will offer an employment agreement that may include moving and relocation expenses.

The City of SeaTac also offers a comprehensive benefits package, which can be viewed [here](#).

Application and Selection Process

Candidates are encouraged to **apply by Monday, November 10, 2025**. The Search Firm will review applications throughout the process, with the initial review with the City Manager. To be considered, candidates must submit a comprehensive resume to apply@ralphandersen.com. Cover letters are also welcome. The first round of interviews (semi-finalists) will be conducted via video during November, allowing a broad field of candidates to be considered. The second round of interviews (finalists) will involve multiple panels, be more comprehensive, and will be held on-site.

Once mutual interest has been established, professional references will be contacted later in the process. Top candidates will be required to complete a detailed release form to verify employment, education, and other pertinent information.

If you have questions or want to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are encouraged. Additionally, requesting a specific date/time to discuss this career opportunity may be arranged by emailing scheduling@ralphandersen.com.

The City of SeaTac is an Equal Opportunity Employer

