



CITY OF ODESSA TEXAS

POPULATION 126,753

Director of Human Resources

Odessa is looking for a Director of Human Resources whose expertise in human resource management can help the City w/in the 2020 context. Our next Director of Human Resources will guide the city in succession planning, training, and leadership / personnel development of 1,043 employees for one of the fastest-growing city in Texas!

“Platinum Leadership Circle Award”

Texas Comptroller , 2009

“Excellence Award for Management Innovations”

Texas Municipal League , 2006

The Ideal Candidate:

- ◆ Visionary, Team Builder and Influencer
- ◆ Excellent Customer Servant Leader
- ◆ Excellent Collaborator & Recruiter
- ◆ Enthusiastic & Motivating
- ◆ Generationally-savvy, technically-skilled in Human Resources within the context of 2020



APPLY BEFORE...MAY 8TH

WELCOME TO

Odessa, Texas



HISTORY

Odessa was founded in 1881 as a stop on the Texas and Pacific Railroads. As the railways extended across the South Plains, there was a need to provide water for the steam engines. A local legend associates the town name with a Native American princess who wandered into the railroad camp of the Texas and Pacific Railroad but it was more likely named by the railroad workers who thought the region's shortgrass prairie resembled Ukraine's steppe landscape.

In 1885 C. W. Rathburn became the first postmaster of the newly established post office. The actual platting of Odessa took place in 1886; 300 acres of the original town site are now at the center of the city's downtown. Odessa became the county seat when Ector County was formally organized in January 1891. In 1927 Odessa incorporated as a city.

The discovery of oil in 1926 brought an influx of people and the local economy transformed from a ranching base into an industrial one. The Texas oil boom - **the Gusher Age** - arrived with the discovery of a large, unprecedented petroleum reserve near Beaumont and it ushered in an age of rapid regional development and industrialization that has few parallels in U.S. history. Texas quickly became one of the leading oil-producing states in the U.S., along with Oklahoma and California; soon the nation overtook the Russian Empire as the top producer of petroleum. By 1940 Texas had come to dominate U.S. production. Some historians even define the beginning of the world's Oil Age as the beginning of this era in Texas. Reserves were found and wells were constructed in North Texas, East Texas, and the **Permian Basin** in West Texas. Odessa's first producing oil well was completed Dec. 28, 1926.

Texas & Pacific Railroad



Perhaps no region of the state was more attuned to the development of ranching than West Texas. Many believe the region was custom-made for the growth and development of ranches and the region's history. Lured by the availability of inexpensive land, settlers began to move to the area around 1879, and the first ranchers arrived in 1885. By the mid-1890s, the City was well-established as a cattle shipping center.



Oil in the Permian Basin

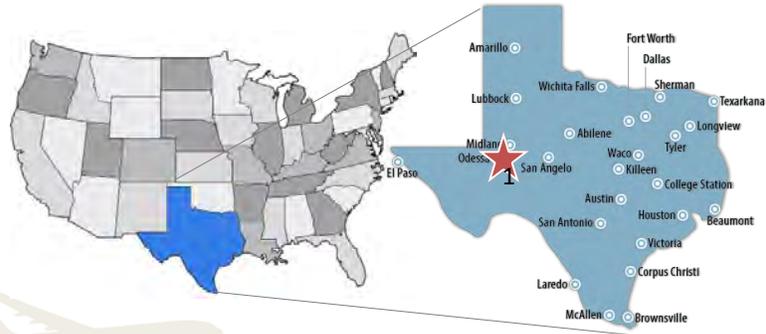
Today, the Permian Basin (a large sedimentary deposit containing reserves of oil and natural gas) is the largest petroleum-producing basin in the United States and has produced a cumulative 28.9 billion barrels of oil and 75 trillion cubic feet of gas. While oil and gas are still the area's largest industry, Odessa's other large employers include education, government and healthcare.

Texas Longhorns



GEOGRAPHY

Odessa is located in the heart of West Texas at the midpoint between El Paso and Dallas along I-20 within the Permian Basin where the High Plains, Trans Pecos, and Edward's Plateau converge. The city covers a total area of 47 square miles, of which 46.9 is land and 0.1 square miles (.05%) is water. The City is relatively flat and 2,900 feet above sea level.



COMMERCE

Historically, the Odessa economy has been driven by the area's oil industry, booming & busting in response to rises and falls in the crude oil price. Many of the city's largest employers are oilfield supply companies and petrochemical processing companies. City leaders are trying to decrease the city's reliance on the energy industry to develop greater economic sustainability.

In 2014, Odessa was hailed as the third fastest growing city in the country by Forbes Magazine. Between 2001 and 2015, the community experienced one of the most dynamic periods in its economy with a 45% increase in job growth, a per capita personal income growth of 49.4%, and 23.8% population growth.

While oil and gas are still the largest industries, Odessa is fast becoming a major health industry hub with two hospitals, a cancer center, and a variety of medical specialists.

Odessa Top 10 Principal Employers

Rank	Employer	Employees
1	Saulsbury Companies	4,000
2	Ector County—ISD	3,873
3	Halliburton	2,700
4	Medical Center Hospital	1,922
5	Keane Group	1,593
6	Odessa Regional Medical Center	1,000
7	Walmart	938
8	City of Odessa	900
9	Weatherford	900
10	Ector County	668

Driving Distances

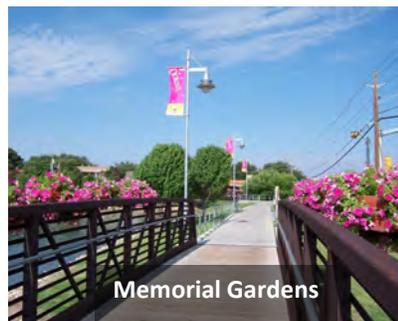
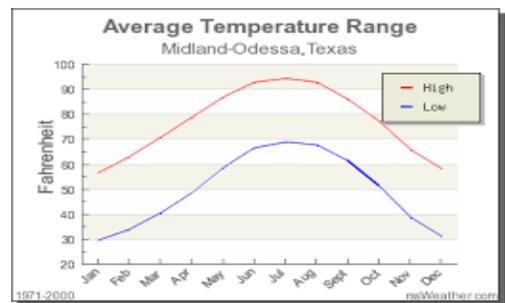
- El Paso (4 hrs)** **San Antonio (5 hrs)** **Austin (5 hrs)** **Dallas (5.5 hrs)**
- Laredo (7 hrs)** **Tulsa, OK (8.5 hrs)** **Santa Fe, NM (7 hrs)**
- Phoenix, AZ (10 hrs)** **Ciudad Juarez, Mexico (4.5 hrs)**

Airports

- ♦ **Midland International Air & Space Port (MAF)** located 11 miles from Odessa: *American, American Eagle, United Southwest and United Express.*
- ♦ **Top destinations include:** *Dallas & Fort Worth, Houston, Denver, Las Vegas, and Phoenix.*

CLIMATE

Odessa has the semiarid climate typical of West Texas. Summers are hot and sunny. Winters are mild and dry. The area exhibits a large temperature range and frequent high winds. Most rainfall occurs in late spring and summer; snowfall is rare. Summer thunderstorms are common but tornados are rare. The area receives about 45 inches of rain annually. Average nighttime winter lows average 35°F, high summer temperatures can exceed 94°F .



Memorial Gardens



Fall Festival

DEMOGRAPHICS

POPULATION. 2017 US Census Bureau estimates the city’s population is 126,753, which represents a 18% increase since 2000. The City’s median age is 30.6 below the national average of 36.8.

LANGUAGE. 59% speak only English while 41% speak other languages (39% Spanish).

ETHNICITY. Ethnicity of the local population is 58.7% Hispanic, 34.5% White, 4.14% African American.

MEDIAN INCOME. Based on 2017 estimates, the median household income is \$61,500.

EDUCATION. 29% has a high school diploma, 32% some college, 19% have a Bachelor’s Degree or higher, and 5.3% have a Graduate Degree.

PROPERTY VALUES. The median property value in Odessa was \$120,000 in 2017—which increased 7.6% between 2016 and 2017.

2017 Population by Age	
Age Group	Percent
< 5	9.1%
5-17	20%
18-24	9.6%
25-34	14%
35-44	9.5%
45-54	8%
55-64	7.9%
65-74	4.5%
75+	3.6%

(source: statisticalatlas.com)

MUNICIPAL GOVERNANCE

Form of Government / Governing Body

The City of Odessa is a Home Rule City with a Council-Manager form of government. The City Council is comprised of the Mayor, and six (6) City Council members—five (5) elected by district and one (1) elected at-Large. All councilmembers serve four-year terms with a two-term limit. City Council approves contracts, adopts ordinances and resolutions, approves the annual budget, sets the tax rate, provides direction to Council appointees—including the City Manager—and provides a forum for active community participation in setting and achieving City policies, goals, and objectives.

[Mayor / City Council bios](#) demonstrate professionalism, diversity, and several years of public and private community service.



City Management

The City Manager, functions as the chief executive officer, implementing policy and handling operations as directed by the City Council. Mr. Michael Marrero is assembling a highly-qualified Senior Management team dedicated to operating the City at a high standard of excellence. Mr. Marrero joined the City of Odessa in 1996 and has served as City Manager since 2018. He has also served as Assistant City Manager and Director of Community Development.

- ◇ **Assistant City Manager over Community Services** has been with the City for 11.5 years serving in three positions during that time.
- ◇ **Assistant City Manager over Administrative Services** has been with the City nearly 10 years.
- ◇ **Downtown Odessa Director** has been with the City for 2 years 8 months.
- ◇ **Human Resources Director** has been serving with the City as interim for 2 years.
- ◇ **Fire Chief** has been with the City for 10.5 years.
- ◇ **Police Chief** has been with the City for 23 years.
- ◇ **Director of Communications** has been with the City for nearly 1 year.
- ◇ **Director of Public Works / Utilities** has been with the City 7 years.

The Human Resources Director reports directly to the City Manager.



HUMAN RESOURCES DEPARTMENT

Divisions within Human Resources

The Human Resources Director is responsible for managing the department's 7 full-time employees, and is responsible for recruiting, on-boarding, training, maintaining certifications, performance appraisals of each of the City's 1,043 employees, and succession planning for each department within the City. In addition to servicing the *internal* customers, serving the City's *external* customers is critically important



About the Department

The Human Resources Department exists to promote a culture that will optimize the relationship between the City of Odessa's organizational goals and the individual employment objectives. The department strives to achieve this standard through oversight of fair and equitable employment policies, recruitment and subsequent retention of persons with outstanding talent and abilities, promotion of a culture that provides a stimulating and challenging work environment, and emphasis towards an organization that values a unique and diverse mix of individuals.

The department is also responsible for clarifying & implementing policy in difficult personnel decisions.

HUMAN RESOURCES DIRECTOR

About the Director's Position

Under limited supervision, directs and manages the Human Resource (HR) Department through effective staff management and technical expertise; provides advice and counsel to City staff and management, assures HR issues are properly addressed and resolved, interprets and administers policies and procedures and performs some highly technical work.

Principal responsibilities and duties include:

- ◆ Serves as principal advisor and subject-matter expert on Human Resources (HR) issues; provides leadership, direction, and guidance in HR planning, strategies, priorities, and policies; exercises independent judgment within broad policy guidelines; evaluates and analyzes HR data, and develops solutions for managing the City's employees and developing the organization.
- ◆ Plans, organizes, coordinates, and directs the operations of HR Department, including recruiting, selection, retention, compensation & classification, benefits, training & development, and employee relations; monitors operations to assure compliance to state and federal regulations, and City policies and goals.
- ◆ Monitors HR Department operations and assures the quality of the services and work products; coordinates sensitive issues with elected officials and outside agencies; reviews and approves employee status changes; interprets and explains City policies, procedures, rules & regulations.
- ◆ Directs, coaches, and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, quality standards, and technical issues; monitors operations to identify and resolve problems; assures work products meet scope, schedule, and quality requirements.
- ◆ Provides advice and consultation to City managers on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues, maintains harmony among employees, manages City grievance process, and assists with disciplinary actions, while exercising the highest degree of confidentiality and professionalism.
- ◆ Monitors changes in state and federal HR regulations, standards, and legislation;

- ◆ Determines HR department objectives, evaluates progress toward achieving goals; analyzes operational information, evaluates trends, and assures personnel issues are properly addressed and resolved; develops and presents reports and recommendations in public meetings.
- ◆ Directs the training, cross-training, and development of HR department and City staff,
- ◆ Supports the relationship between the City of Odessa and the general public.

Request of copy of the complete [Job Description](#).

OPPORTUNITIES & CHALLENGES

The Director can expect to face the following opportunities and challenges:

- Attracting and retaining quality staff for the City. Developing a strong recruitment network with public and private institutions throughout the community and increasing the HR Department's visibility throughout the community and the State of Texas and region;
- Improving the accuracy and speed of the Recruiting and On-boarding Processes and Procedures and support for interdepartmental recruiting efforts;
- Taking the reins with employee training and performance appraisals. Support managers to assure that employees are properly trained, licensed and certified, and receive timely and effective performance appraisals;
- Developing a strong 'internal', cross-cutting customer service culture, eliminating silos, and establishing the HR Department as a strong, reliable enabler and partner;
- Developing a succession plan for all departments.;
- Establishing clear and achievable organizational benchmarks for employee performance & organizational improvement including cross-departmental relationships;
- Developing a 'modern' Human Resources department, one which reflects the realities of employment in a new era and a complex and changing landscape (LGBTQ, ethnic, racial and religious considerations) where employees and management understand and thrive in a modern work environment;

THE IDEAL CANDIDATE

The ideal candidate's experience is described as:

- A highly-skilled 'change-agent' & 'Master' of changing personnel landscapes;
- A 'competitive' recruiter, highly motivated to help the City attract & retain great employees;
- Strong in interpersonal communicator, team builder, professional developer, trainer and overall organizational development expert;
- Experienced in *modern* employment policies, procedures & regulatory requirements.

Attributes might include:

- An infectious, positive leader and motivator;
- Possess an infectious customer service attitude;
- Team-builder & transparent;
- Ability to address difficult HR issues in a changing / challenging personnel landscape;
- Ability to listen to and coach a variety of employees and managers with diverse backgrounds, interests, perspectives, cultural and professional experience;
- Values staff input and the ability to recognize staff contributions, skills and abilities;
- Embodies efficiency and effectiveness and leads by example;
- Brings public & private sectors best-practices;
- Fully understands and effectively explains risk through thoughtful effective employee training.

Skills might include:

- Excellent communicator, accepts input from others, and is a decisive decision maker;
- Planning, organizing, directing and improving Human Resources operations & procedures;
- Training and professional development of staff;
- Establishing and maintaining cooperative working relationships w/ department staff, City employees, elected officials & representatives from local, state & federal agencies;
- Possesses the ability to lead other managers and raise the performance of the entire City.

QUALIFICATIONS

Experience

- Minimum of Seven (7) years managing Human Resource departments for a comparable public or private agency (*required*);

Education

- Bachelors Degree in Human Resources, Public or Business Administration (*required*);
- Masters Degree *preferred* but not required.

Certifications & Licenses

- Certification as a Professional Human Resources Professional from the Society for Human Resource Management (SHRM) or International Public Management Association is *required*;
- Successful background check;
- Texas Driving License within 90 days of hire date.

COMPENSATION

Compensation

The City offers a negotiable salary range of \$101,160 to \$136,872 (DOQ). Relocation expenses, professional dues and an attractive benefits program.

Benefits

Holidays: 11.5 paid holidays per year

Unileave (Vacation / Sick): 14 days per year first 4 years, 22 days 5-9 years, 27 after 10 years. Unlimited accrual.

Texas Municipal Retirement System (TMRS) Employees contribute 7% of compensation, **City matches 14%**. 5-year vesting.

Health: City provides full-service health clinic.

Medical / Dental / Vision / one of the best and most affordable plans in Texas for employees and dependents.

Gym & Wellness Center

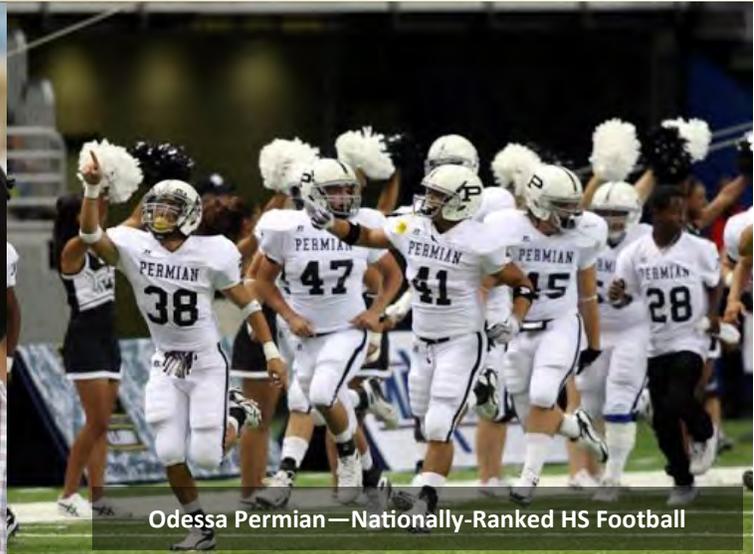
Voluntary deferred compensation plan

Credit Union, Tuition Reimbursement

Employee Recognition Programs

Click on the link for the [City's benefits program](#).

REGIONAL AMENITIES



Odessa Permian—Nationally-Ranked HS Football

Odessa is commonly known for its cowboy, ranching and cattle-drive culture, legion of oil wells, dusty plains, and Permian Odessa—one of the nation's famous high school football teams highlighted in the movie Friday Night Lights. Although its history is rich, modern Odessa is sure to satisfy.

- ◆ A family day to **Monahans Sandhills State Park**, or **Odessa Meteor Crater**.
- ◆ A working re-creation of **William Shakespeare's Globe Theatre** and full-scale replica of **Stonehenge**.
- ◆ Intercollegiate athletics of all types can be enjoyed at the **University of Texas of the Permian Basin**.
- ◆ A thriving arts scene with world-class performing arts centers, museums and top-class performers at the **Midland-Odessa Symphony & Chorale**, the **Ellen Noel Art Museum**, and **Permian Playhouse**.

There is even more to see...



Stampede, 1940 by Tom Lea—painted for the 'new' Post Office



Ellen Noël Art Museum

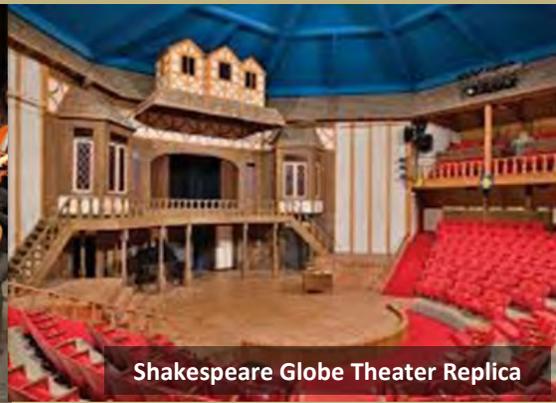
REGIONAL AMENITIES

Sandhills Stock Show, Lamb Show and Rodeo
Midland– Odessa Symphony & Chorale
Monahans Sandhills State Park
Odessa Meteor Crater Museum
The Permian Playhouse
Ellen Noël Art Museum

Jack Ben Rabbit—*“the World’s Largest Rabbit”*
Stonehenge Odessa replica Historic Site
University of Texas of the Permian Basin
White-Pool House Museum
Chris Kyle Memorial
Jamboree Rabbits



Midland-Odessa Symphony Orchestra



Shakespeare Globe Theater Replica



Historic White-Pool House



Stonehenge Replica



Jamboree Rabbits & Jack Ben Rabbit



Sandhills Stock Show and Rodeo



Sandhills State Park



University of Texas of the Permian Basin



All these elements combine to make Odessa a modern *“City of Contrasts”*.

ODESSA, TX

Director of Human Resources

Past Directors

Five Human Resource Directors have served since 1998—an average of four (4) years. Current Director has been serving as *interim* for 2 years.

Equal Opportunity

The City of Odessa is an Equal Opportunity Employer and values public service, equal opportunity and diversity in the workplace. The City is committed to building a workforce which serves residents and businesses with commitment to these values:

*Responsibility, Respect, Teamwork, Honesty,
Professionalism and Diversity / Inclusion.*

Veterans, all genders & ethnicities are invited to apply.

Confidentiality

As some candidates are not comfortable having their names disclosed to the public. As a result, all candidate application materials and name may remain confidential until Finalists are selected.

Residency

Residency within the city limits is not required. Living within 60 minutes of City Hall is required.

This recruitment actively managed by:



TIMELINE & SELECTION PROCESS

May 8: Deadline to Express interest

April 17 - May 8: Candidate screening

May 8 - May 28 - Background checks

June 8/9 Finalist interviews & selection

HOW TO APPLY

Resume and Letter of Interest by EMAIL only to:

recruit125@municipalsolutions.org

Direct questions to the Recruiting Team at the email above or by calling (888) 545-7333.



APPLY BEFORE...MAY 8TH