

HUMAN RESOURCES DIRECTOR

CITY OF GRANTS PASS *Oregon*



Why Apply?



The City of Grants Pass is seeking a collaborative, approachable leader to serve as its next Human Resources Director. This is an excellent opportunity to join a high-performing work culture that values work-life balance, celebrates wins, has fun together, and collaborates at a high level. As a key member of the executive leadership team, the Director will play an important role in shaping the City's workforce to ensure operational excellence across departments, employees, and the community. The successful candidate will also benefit from a cohesive, service-oriented leadership team committed to shared success. If you are looking to provide outstanding leadership and make a meaningful community impact while enjoying the abundant recreational opportunities of the Rogue River Valley, this may be the right opportunity.



Welcome to GRANTS PASS

Located 30 miles west of Medford along the I-5 corridor, Grants Pass is a growing community of 40,380 tucked along the banks of the mighty Rogue River in the "Sun Belt" of Southern Oregon. Grants Pass serves as the county seat and major commercial center of Josephine County.

Nestled among a scenic mountain backdrop, Grants Pass is a growing community that takes pride in maintaining its small-town atmosphere. The city's vibrant downtown is a designated National Historic District offering local shops and eateries, antique shops and galleries, breweries and distilleries. The city's pride in its mild, Mediterranean-like weather is evident in the sign hanging downtown since 1920 proclaiming "It's the Climate!"

The town celebrates its community spirit at annual events like the Memorial weekend Boatnik festival. Held since 1959, the festival features a parade, carnival, boat and hydroplane races, brewfest, and golf shoot-out. The city also boasts a strong spirit of volunteerism that manifests in Reinhart Volunteer Park and Morrison Centennial Park, which were constructed by a collective community effort.

Grants Pass is one of the many communities that comprise the scenic Rogue Valley. The region has four distinct but mild seasons, friendly communities with historic downtowns, and easy access to year-round outdoor recreation on the scenic Rogue River and towering mountain ranges. The Rogue Valley is a major destination for white-water rafting, road cycling, mountain biking, rock climbing, skiing, and hiking. The healthy tourism economy in Grants Pass is supported by these recreational opportunities and by the nearby Oregon Caves National Monument and Rogue River-Siskiyou National Forest.

With over 180 vineyards in the region, the Rogue Valley is also the heart of Oregon's wine country. Residents and visitors alike appreciate the valley's relaxed lifestyle and 200 days of sunshine each year—and Oregon's lack of state sales tax. The Rogue Valley International-Medford Airport serves the area 30 minutes away.

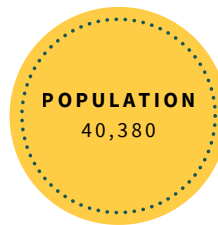
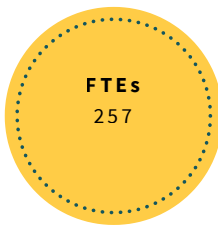




THE CITY OF GRANTS PASS

Incorporated in 1887, the City of Grants Pass operates under a Council-Manager form of government. The City Council is comprised of eight members elected to serve four-year terms. Two members are elected from each of the City’s four wards. The Mayor is elected to a four-year term by the voters at large and does not vote, except in the case of a tie. The Council appoints a City Manager as chief administrator.

The City serves a population of 40,380 across nearly 12 square miles with a FY27 budget of \$297 million and a team of 257 FTEs. The organization is divided into six major areas: Police, Fire, Administrative Services, Community Development, Information Technology, and Public Works. The Executive Management Team includes the City Attorney, City Manager, City Recorder, Community Development Director, Finance Director, Human Resources Director, Fire Chief, Information Technology Director, Police Chief, and Public Works Director. City employees are represented by five bargaining units.



“The City of Grants Pass is a dynamic organization. We are constantly working to develop better ways to coordinate services and assure our residents the best possible services delivered in a way that makes sense and meets the needs of our citizens.”

— FY27 ADOPTED BUDGET





THE HUMAN RESOURCES DIRECTOR

Reporting to the City Manager, the Human Resources Director is responsible and accountable for directing the Human Resources Department including its personnel, budget, and resources. Responsibilities include making recommendations to the City Council and City Manager, developing and implementing policy initiatives, setting the tone, climate, vision, and strategic plan for the department, ensuring compliance with statutory responsibilities and directives, and developing multi-jurisdictional approaches as necessary or appropriate.

The Human Resources Department provides comprehensive personnel services for the organization, overseeing personnel policies, classification and compensation plans, employee benefits, workers' compensation, records management, recruitment, employee development, and labor negotiations. The department also provides guidance on employee performance matters, administers collective bargaining agreements, and ensures compliance with State and Federal employment and labor laws. The Human Resources Department includes four full-time employees: the Human Resources Director, Personnel Assistant, Personnel Technician, and Personnel Analyst.

THE IDEAL CANDIDATE

- Emotionally intelligent and able to communicate human resource principles and issues to a variety of audiences including elected officials, management, and bargaining units with respect and integrity.
- A resilient, adaptable leader with coaching versus directing mindset. Grants Pass is a non-siloed work environment that encourages leadership at every level.
- Demonstrated knowledge of current employment laws with proven ability to ensure new laws and regulations are incorporated into ongoing organizational training.
- Possesses general operations competencies and proven history as a “culture builder.”
- Proven track record of building partnerships throughout an organization while serving as a trusted advisor on employee-related issues.
- An understanding and experience with public collective bargaining is desirable.



OPPORTUNITIES & CHALLENGES



- Build trust and strong relationships with the City Manager, fellow department heads, and represented and non-represented staff.
- Partner with City Manager on engagement and campaign strategies to implement a High Performance Organization Framework.
- Become familiar with each department's workforce challenges and serve as a partner in resolving employment issues, navigating personnel policies, and providing consistent guidance.
- Develop succession planning goals and strategies to ensure long-term organizational stability.
- Work with City Manager to develop a compensation plan to address compression issues between represented and non-represented employees, and to ensure the City is keeping pace with comparable cities on pay and compensation packages.
- Perform a review of existing personnel practices and policies to ensure compatibility with current laws and regulations.
- Provide guidance and training on Federal and State of Oregon Leave Laws, pay equity, and flexible remote-work policies.



EDUCATION & EXPERIENCE

Bachelor's degree in a related field and 5 years of directly related departmental or administrative management experience. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

DESIRED:

- Master's degree
- IPMA-HR Senior Certified Professional
- NPELRA Certified Labor Relations Professional (CLRP)

COMPENSATION & BENEFITS

The City of Grants Pass is offering an annual salary range of \$107,204 to \$143,949 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

RESOURCES

[Human Resources Department](#)

[Council Mission & Strategic Plan](#)

[FY 2027 City Budget](#)

[Org Chart](#)

[Bargaining Agreements](#)

[Visit Grants Pass](#)



TO APPLY

Apply Online: gmphr.com

First Review: **July 5, 2026**

More Info: Bryan Cosgrove, GMP Consultants
bcosgrove@gmphr.com / (503) 991-8667

