



# JOB ANNOUNCEMENT: Human Resources Director

## Shoreline Fire Department is hiring for the position of HUMAN RESOURCES DIRECTOR

This is a full-time, exempt, supervisory position reporting to the Chief Administrative Officer (CAO). This role provides strategic oversight of all HR functions, ensuring alignment with organizational goals, regulatory requirements, and labor agreements while promoting a culture of accountability, equity, and high performance. The HR Director serves as a trusted advisor to the CAO and Executive Team, managing sensitive personnel matters, supporting workforce development, and driving organizational effectiveness.

This position requires strong organizational skills, attention to detail, independent problem-solving, and the ability to manage competing priorities while meeting deadlines. The HR Director collaborates with leadership across the organization and may assume CAO responsibilities in their absence.

---

### SUMMARY OF KEY DUTIES AND RESPONSIBILITIES

For full job description, visit our website at [www.shorelinefire.com](http://www.shorelinefire.com).

- **Strategic Leadership:** Lead HR strategy, workforce planning, and organizational development; support DEI and employee engagement initiatives; and participate in leadership and labor negotiations.
- **Employee Relations & Compliance:** Oversee employee relations, investigations, and disciplinary processes; ensure compliance with employment laws and regulations; and audit HR practices for effectiveness and equity.
- **HR Operations:** Supervise HR staff and core functions including recruitment, onboarding, performance management, benefits, and records management.
- **Training & Development:** Develop and deliver training on HR best practices, legal compliance, and supervisory skills across all levels of the organization.
- **Collaboration & Support:** Partner with executive leadership and department heads to align HR initiatives with organizational goals, provide guidance on employee management, and policy development.

### SALARY RANGE

**\$12,649 – \$15,901**  
per month (DOE)

---

### BENEFITS

- Comprehensive medical, dental, & vision coverage (100% premium costs paid for employee and eligible dependents)
- State Retirement System Pension (PERS)
- Life Insurance
- Long-term Disability Insurance
- 457 Deferred Compensation Plan
- Wellness Program
- Healthcare Reimbursement Account / VEBA
- Education Incentive / Tuition Reimbursement
- Paid Sick Leave, Vacation, Holiday Pay
- Clothing Allowance



# JOB ANNOUNCEMENT: HR DIRECTOR

## REQUIRED EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Human Resource Management, Business Administration, or related field.
- Supervisory skills and the ability to attract, retain, and motivate professional staff.
- At least five (5) years of Human Resources experience in a broad range of HR functional areas.
- At least four (4) years of staff supervisory, management & budgetary responsibility for a department or division.
- SHRM-CP/SCP or PHR/SPHR certification.
- Experience in a public sector or labor union environment is desirable.

---

## APPLICATION PERIOD

Post date: Thursday, April 30, 2026

Deadline: Sunday, May 31, 2026, at 11:59pm PST

---

## APPLICATION REQUIREMENTS

To apply, please submit a Letter of Interest and Resume by email to:

**[employment@shorelinefire.com](mailto:employment@shorelinefire.com)** by **Sunday, May 31, 2026**.

Please include Human Resources Director in the subject line.

---

## TERMS & CONDITIONS

**Veteran's Scoring:** Candidates requesting veteran's scoring will be asked to submit documentation (DD214 or NGB Form 22) which indicates the nature of the discharge as well as the Department's scoring criteria declaration form to [employment@shorelinefire.com](mailto:employment@shorelinefire.com) by the application deadline.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at (206) 533-6570 by the application deadline date to request accommodation.

**Equal Employment Opportunity Statement:** Shoreline Fire Department provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

**Disclaimer:** The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

For more information visit our website at [www.shorelinefire.com](http://www.shorelinefire.com)  
For questions regarding this position email: [employment@shorelinefire.com](mailto:employment@shorelinefire.com)