JOB ANNOUNCEMENT:
Director of Human Resources

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

This is a full-time, exempt, supervisory position reporting to the Fire Chief. 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 Director of Human Resources serves as part of the 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 Director of Human Resources is a strategic executive leader, working with employees at all levels of the organization to lead and implement initiatives.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES

For full job description, visit our website at **www.shorelinefire.com**.

- **Strategic Leadership:** Lead HR strategy, workforce planning, and organizational development; support DEI and employee engagement initiatives; and represent the Department in 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 oversight on employee management, and policy development.

SALARY RANGE

$15,750 – $17,500 per month (DOE)

BENEFITS

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

JOB ANNOUNCEMENT: DIRECTOR OF HR

REQUIRED EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Human Resource Management, Business Administration, or related field.
- Five (5) years of increasingly responsible Human Resources experience that includes direct responsibility for managing or supervising operations, programs, and/or services in one or more 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: Wednesday, June 17, 2026
Deadline: Tuesday, June 30th, 2026 at 11:59pm PST

APPLICATION REQUIREMENTS

To apply, please submit a Letter of Interest and Resume by email to:
employment@shorelinefire.com by **Tuesday, June 30th**.

Please include Director of Human Resources 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 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
For questions regarding this position email: employment@shorelinefire.com