



Human Resources Director

Helena, Montana



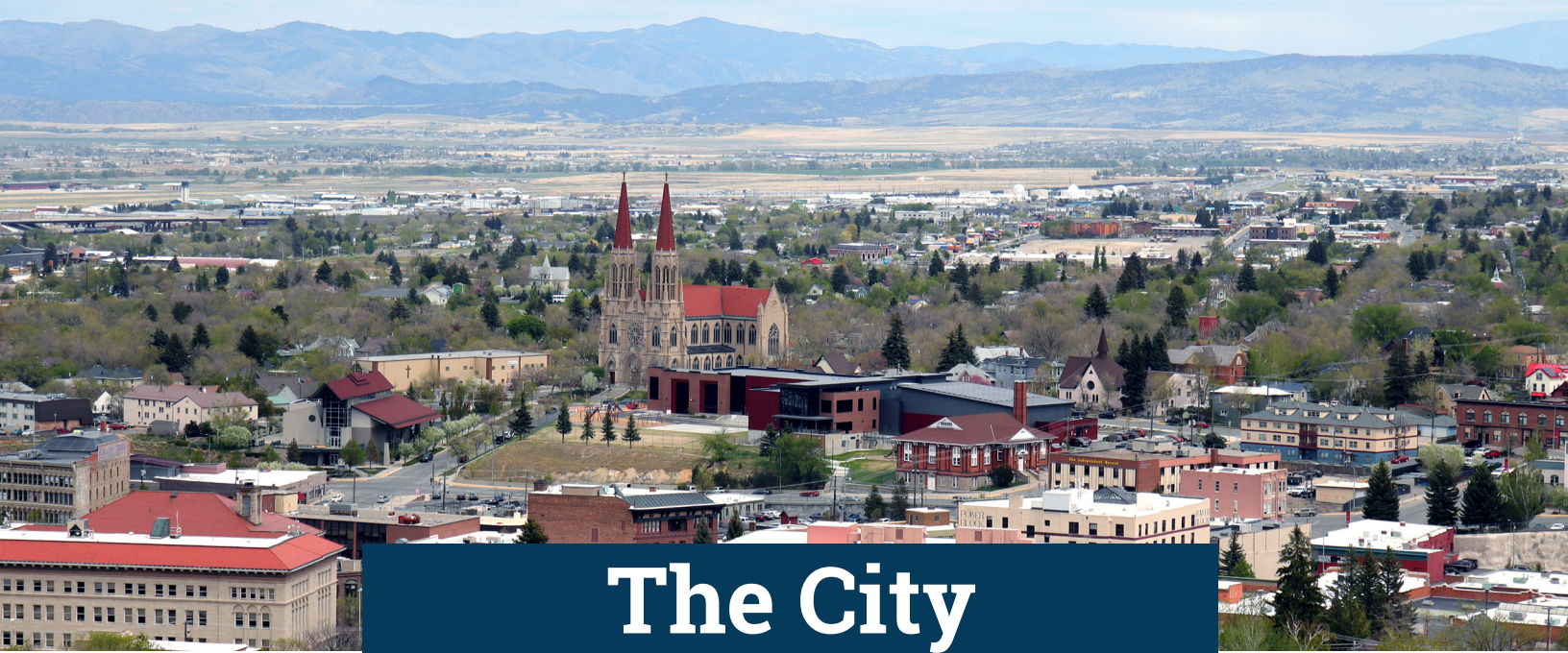
Position Profile

First Review of Applications: April 10, 2026

Submit cover letter and resume to efehr@helenamt.gov.



City of
Helena



The City

Overview

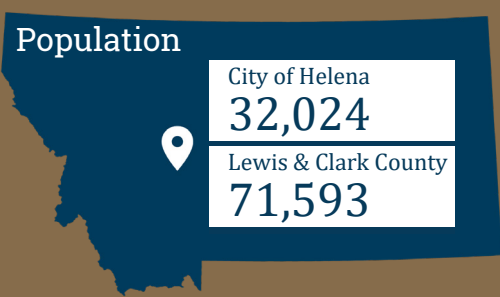
Located near the Missouri River at the eastern foot of the Continental Divide, Helena offers spectacular views and endless recreation opportunities. The City sits in a fertile valley surrounded by rolling hills and lofty mountains. Mount Helena and Mount Ascension form scenic backdrops to the south and west of town, which are home to over 70 miles of recreational trails.

Helena is a centrally located hub for government and business, serving as Montana’s Capitol city and Lewis and Clark County seat. The city is a mid-way point between Yellowstone and Glacier National Parks, and is also a short car ride to the other metropolitan areas in the state.

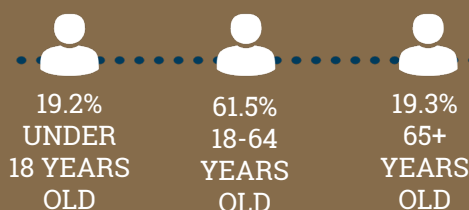
The city boasts a historic downtown with local shops, restaurants, and breweries. Helena’s creativity shines through organizations like the world-renowned Archie Bray Foundation for Ceramic Arts, several local theaters and art museums, the Helena Symphony, and the Montana Historical Society Museum. The area also has a strong educational presence with two public high schools, one private college (Carroll College) and a two-year college (Helena College, University of Montana).

Helena is known as the Queen City, which comes from its rich Gold mining history. Today, you will find a close knit community with a strong connection to its past. It truly is a gem in the middle of the Treasure State.

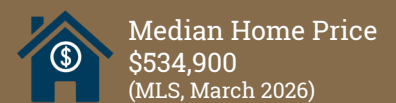
Helena at a Glance



Population by Age



Housing in Helena





The Department

Overview

The City of Helena’s Human Resources department is responsible for executing human resources strategic initiatives to champion the city as an Employer of Choice. The HR department fosters a positive, supportive, friendly workplace culture to hire and retain excellent employees. The Human Resources department strives to support stability of operations with the goal of all employees providing efficient, optimal, competent service to the citizens of the City of Helena.

The Human Resources department is committed to demonstrating value to each employee through offering competitive and sustainable wages and benefits, providing safe workplaces, providing work/life balance, providing professional development opportunities, and providing pathways for all employees.

City Government

The City of Helena is governed by a Mayor and four Commissioners. The City Manager leads departments in carrying out the policies established by the Commission. The City Attorney is selected and supervised by the City Manager.



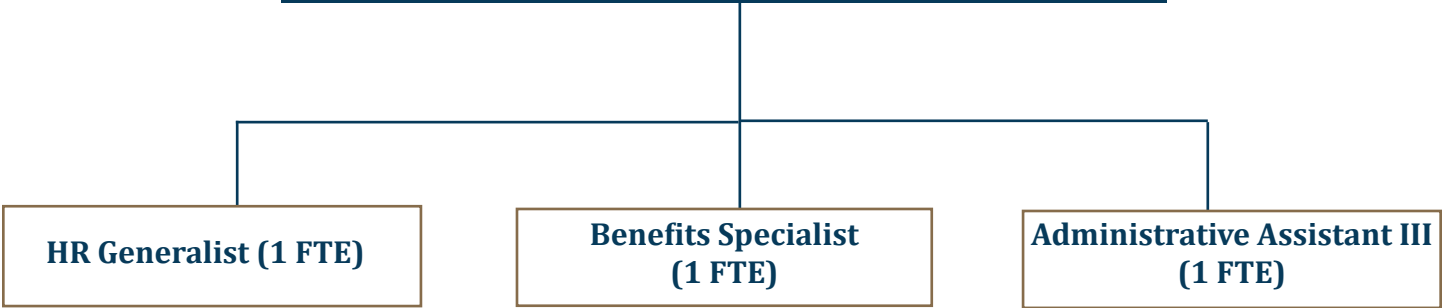


The Department

Leadership Structure

Reporting directly to the City Manager, the Human Resources Director oversees a team of 3 staff members. In addition to managing the department, this position also serves on the City leadership team. In this capacity, the Human Resources Director has input and influence on all aspects of City operations and is an integral part of the team that is responsible for the future of the City

Human Resources Director





The Position

Overview

Job Purpose

The work performed by the Human Resources Director involves strategic leadership, and coordination and oversight of the Human Resources Department. The incumbent provides highly responsible, professional, administrative and complex support to the City Manager, Department Heads, supervisory staff, and support staff and is responsible for advancing strategic initiatives to support the City’s strategic pillar of being an “Employer of Choice” through:

- ▶ offering a competitive compensation package;
- ▶ maintaining competitive and attractive benefits;
- ▶ offering supervisory and leadership professional development;
- ▶ cultivating a healthy, cohesive, supportive workplace culture;
- ▶ implementing inclusive processes in city ordinances, resolutions, policies, and procedures;
- ▶ hiring and retaining excellent employees;
- ▶ implementing digital interface efficiencies for HR operations.

Compensation & Benefits

- \$110,036-\$121,315 per year depending on qualifications
- Excellent Medical plans, including traditional and HDHP
 - Family premium is currently \$330/month with a City-paid \$295/mo. Health Savings Account contribution for HDHP participants. Employee-only pays \$0 for dental and vision insurance.
- Participation in MT PERS Retirement System
 - 9.17% City Contribution or Defined Benefit Plan
- Generous Paid Vacation & Sick Leave Policies
- 12 paid holidays (13 during election years)
- \$25k employer paid life insurance and AD&D
- 457b deferred compensation plan available



The Position

Job Responsibilities

Human Resources Leadership

The Human Resources Director will assume full administrative responsibility for all services and functions provided by the Human Resources Department to include: classification and compensation, benefits, employment/recruitment and selection, Union Collective Bargaining Agreement negotiations and contract compliance, leave administration including FMLA/workers' compensation/ADA, city employee professional development and training, personnel records management and retention, safety and workers' compensation, employee data integrity, human resources department budget, employee recognition and appreciation, wellness initiatives, drug and alcohol testing, employee relations and performance management.

Employee Development and Relations

The Human Resources Director will develop strategies for promotion, advancement, success, and recognition of employees; provide professional development opportunities to improve employees' skills and knowledge base as well as to improve workplace culture; provide advice and support to staff on employment-related concerns, policy provisions, disciplinary and complaint processes and actions; collaborate with and guide and lead supervisors and department heads in administering employee corrective action and disciplinary policies and procedures; and develop strategies to support and defend City decisions on employee actions to include grievances, adverse action, and discrimination claims.

Labor Relations

The Human Resources Director will serve on the Management Team for labor negotiations, Unfair Labor Practice claims, mediation, fact finding, arbitration, and grievances; provide subject matter expertise on policies, procedures, benefits and pay issues; and advise staff regarding collective bargaining agreement provisions.



The Position

Skills & Knowledge

A successful Human Resources Director will exercise considerable judgement, professionalism, and be personable with a strong background in human resources leadership. As the Human Resources Director, you will manage complex human resources matters, identify and implement operating efficiencies, and provide vision and direction for a strong team into the future.

The successful candidate will possess proven knowledge of:

- Business and management principles involved in strategic planning, resource allocation, and coordination and motivation of people and resources.
- Interpretation and application of policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Principles and practices of collective bargaining and labor relations.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Wage and salary/benefit administration principles and practices.
- Principles for job evaluation and analysis.
- Principles and methods of training and education.
- Principles of mathematical and statistical computations.
- Strategic planning and organizational development.

Leadership and Interpersonal Skills

- Interpret and apply applicable State and Federal and local employment laws, codes and regulations.
- Contribute to a collaborative, productive workplace culture by focusing on teamwork.
- Offer critical thinking to adequately identify relevant issues and use good judgement to offer sound solutions.
- Build trust to inspire and achieve change management to include behavior modification.
- Effectively communicate orally and in writing.
- Principles of supervision, management, motivation, and leadership.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use conflict management skills to identify and resolve sensitive and complex employee relations issues.



Applications

Overview

Minimum Qualifications

This position requires a bachelor’s degree in human resources, business administration, management or related field from an accredited college or university. A master’s degree in a related area is preferred but not required. The position also requires six years of progressively responsible experience in human resources leadership and management, preferably working in a government setting, with four years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License & Certification

Human Resources professional certification, such as SHRM-CP or SHRM-SCP, desired.

Equal Opportunity Employer



The City of Helena is an equal opportunity employer. All qualified candidates are encouraged to apply.

The City prohibits discrimination on the basis of sex, age, race, color, religion, creed, national origin, physical or mental disability, marital status, political beliefs, veteran’s status, sexual orientation, gender identity or expression, or genetic information.

Contact us

Applicants can contact the City of Helena Human Resources department at cityhr@helenamt.gov or (406) 447-8333 with any questions.

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-  Visit www.helenamt.gov/employment/
-  Submit cover letter & resume to Erica Fehr at efehr@helenamt.gov.