

Danville

KENTUCKY

Historically Bold

**The City of Danville City Commission
Invites Qualified Candidates to Apply for
Human Resources Director**





Danville, “The City of Firsts,” was :

- ⇒ First Courthouse in Kentucky (1785),
- ⇒ First U.S. Post Office west of the Alleghenies (1792),
- ⇒ First Capital of Kentucky (1785),
- ⇒ First political club in the West (1786),
- ⇒ First physician in the world to successfully remove an ovarian tumor (1809)
- ⇒ First college in the West (1783),
- ⇒ First law school in the West (1799),
- ⇒ First state-supported school for the deaf in the U.S. (1823),
- ⇒ First black home school in Boyle County (1850),
- ⇒ First public school for blacks (1881).



Performance at Norton Center of the Arts—Centre College

On December 4, 1787, the Virginia Legislature established Danville as a town in Virginia. Danville became a part of the Commonwealth of Kentucky when Kentucky became a state in 1792.

Danville is called the “Birthplace of the Bluegrass” since the first Constitutional Convention in the West was held at Constitution Square in 1792 when Kentucky’s first Constitution was signed.

Danville, Kentucky is located 35 miles southwest of Lexington. It covers an area of approximately 15.09 square miles. Danville is a thriving community of 16,690 located on the southern edge of Kentucky’s famed Bluegrass Region. The City is blessed with an abundant water supply, highly efficient roads and infrastructure and a well-educated workforce. Danville is the home of Centre College which was founded in 1819 and is now among the most prestigious small liberal arts colleges in America. As the County seat for Boyle County and home to the areas major governmental, healthcare, educational and retail amenities, Danville is the business hub to a five (5) county, 100,000+/- region. Danville and Boyle County have a reasonable cost of living.



CITY OF DANVILLE

ATTRACTIONS:

- ◆ Festivals include: Brass Band Festival Parade, Great American brass band concert, Harvest Fest, KY State BBQ Festival, Soul of 2nd Street Festival, Bourbon Chase (national team running event),
- ◆ Arts and Theater – Pioneer Playhouse, West T Hill Theatre, Community Arts Center, Norton Auditorium at Center College,
- ◆ History – Constitution Square, Grayson’s Tavern, Lincoln Scenic Byway, Civil War Trail, Shaker Village, Abraham Lincoln Museum,
- ◆ Tourism - Winery, Doll House Museum, McDowell House and Apothecary Shop, Bourbon Trail – Wilderness Trail Distillery,
- ◆ Outdoors – two golf clubs, biking trail, Central KY Wildlife Refuge, Tom Dorman State Nature Preserve,
- Moderate climate with four distinct seasons.
- ◆ Very reasonable and attractive cost of living.



City of Danville Mission Statement

It is the mission of the City to provide the citizens of the City with a clean, safe, well-governed, well-managed, fiscally sound, environmentally pleasant community in which to live; to provide all citizens with municipal services in a manner which is both efficient and effective; and provide all citizens with a forum for meaningful participation in decisions affecting their well-being.

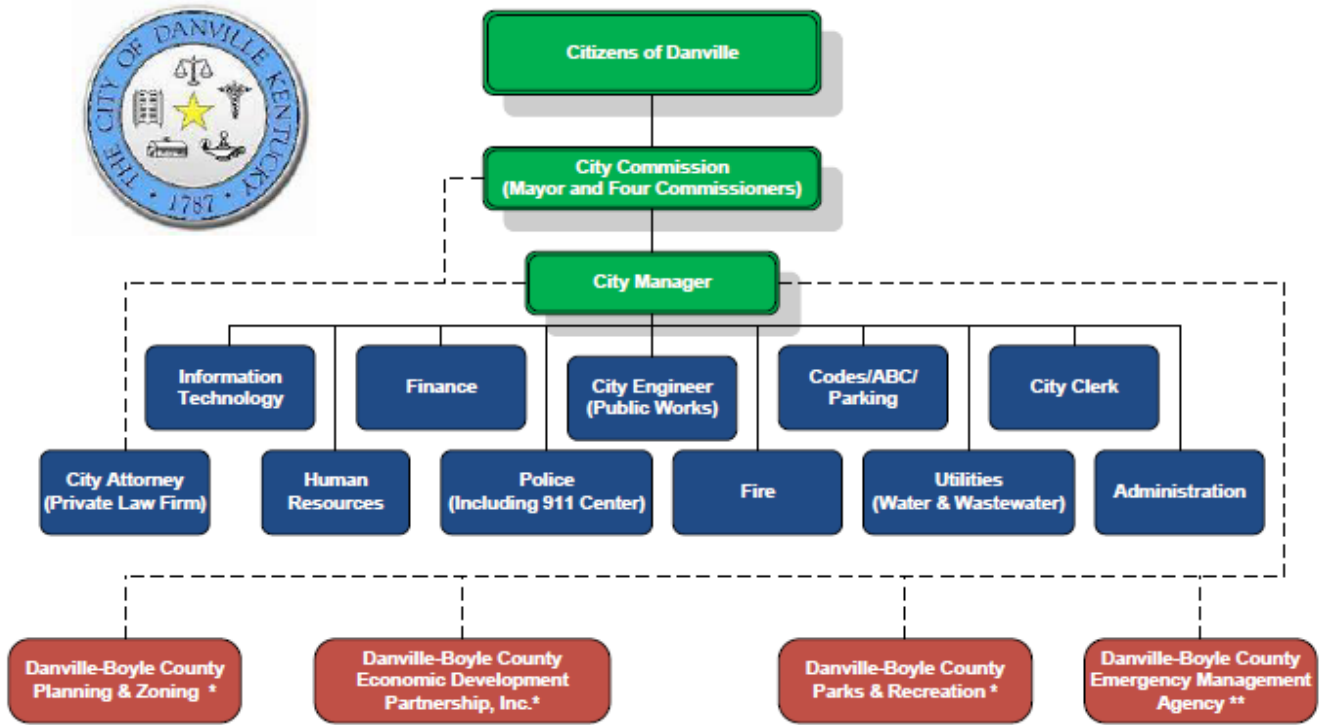
Community Vision Statement

The quality of life in our community, proven by Danville being recognized as the “Best Small Town in Kentucky,” will serve as a building block for our future. The economic base of this area will be enhanced by a solid and active plan for development retention of the industrial, commercial, service, tourist, agricultural, educational, and medical sectors of our community. This plan will allow us to maintain our position as a regional trade, medical, and employment center. We will continue to protect our historic heritage while providing a variety of cultural, entertainment, and recreational opportunities for our citizens. We will plan for and strive to maintain a clean, safe, well-governed, well-managed, fiscally sound and environmentally pleasant community with an infrastructure of high quality. We will continue to protect and revitalize our neighborhoods and commercial areas.

In as much as there is not one single asset greater than another, we will strive to enhance all our assets. We recognize that our community exists for its citizens.

City of Danville, Kentucky

ORGANIZATIONAL CHART



* Reports to a city-county appointed Board

** Reports to the County Judge/Executive

City Manager/City Commission Form of Government

The Kentucky City Manager Plan is governed by KRS 83A.150 which provides that: The City shall have an elected officer called the Mayor (elected every 4 years) and elected legislative body members called Board of City Commissioners (4 elected at-large every 2 years). The legislative and executive authority is vested in the Board of Commissioner in which all members and mayor have one vote. The Board shall appoint a City Manager to serve as the Chief Executive to handle the administration of the City. The City Manager recommends appointment of the HR Director, with approval by the City Commission.

Human Resources Director

Reports to and under general administrative direction of the City Manager develops, manages, administers, supervises and directs the city's human resource functions including:

- ◆ Develop, implement, and administer all technical phases of the City's HR policy development and administration;
- ◆ Recruitment, recommend selection/placement/promotion for all authorized positions,
- ◆ Employee relations programs, performance management/employee evaluation processes, and employee development.
- ◆ Position classification and pay; Serves on the city's budget team.
- ◆ Administers workers compensation, retirement, employee benefits, and all human resources policies, procedures, and informational systems in accordance with the city's approved personnel policies and applicable federal and state law.



DESCRIPTION OF CITY OF DANVILLE DEPARTMENTS

Legislative & Executive/Administration (City Manager)—Human Resources (HR) and City Clerk

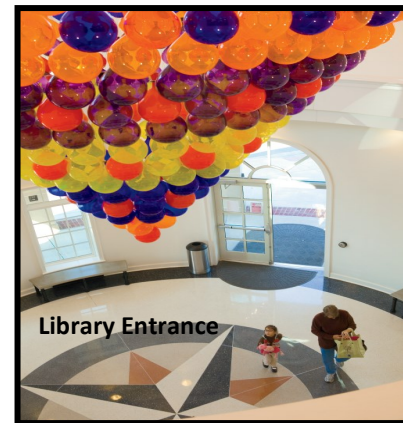
The Human Resources Director works in the City Manager’s office along with the City Clerk and administrative staff. The HR Director oversees the administration of recruitment, pensions, workers compensations, risk management, employee benefits and personnel regulations of 150 full-time employees and about 25-35 part-time employees. The City Clerk is in charge of taking minutes for all City Commission meetings and posting agendas, handling the records management of all City boards and commissions, handling the freedom of information requests and other duties as assigned or regulated by statutes. The City Manager serves as the Chief Executive Officer overseeing all departments and functions of City Government, and makes final recommendations on hiring/promotion/discipline to the city commission for approval.

Codes Enforcement Department

Codes Enforcement today addresses a wide range of issues which affect the environment, health, safety, property values, and general well-being. Community preservation and improvement are now recognized as necessary to halt or reverse the deterioration of surroundings. The objective of Codes Enforcement is to obtain voluntary compliance for municipal codes.

A sample of issues handled is listed below:

- Junk vehicles, zoning issues, overgrown yards,
- Architectural review in preservation districts,
- Alcohol & Beverage Control (ABC) licenses and fees,
- Parking garage and parking enforcement,
- Registration of business licenses,
- Collection of insurance premium tax,
- Pawn store licenses.



Engineering & Public Works

The City Engineer oversee the Public Works Director and handle such engineering tasks as capital project management, streetscape improvements, working with the State for approval of changes and improvements to state roads, grants funding for public works projects, stormwater and engineering review of plans.

The City of Danville Public Works Department maintains much of the infrastructure within the City including:

- Beautification: Landscaping on City property (including 2 cemeteries),
- Streets and Roads: All public streets within the City limits except those maintained by the State,
- Parks: Six total,
- Facilities: Six total,
- Fleet: Approximately 90 pieces of equipment and vehicles.



Information Technology (IT)

The IT Director manages all systems with three technicians. One technician is devoted to the Utility Department with their various IT systems and SCADA; another technician is primarily devoted to Public Safety systems with the third technician handling all general requests for service and video and media requirements. The Director has moved the 911 system 3 times and handles large projects such as; HVAC computers, towers for internet connections, alarm systems, office access systems, wi-fi access in downtown, and the new financial and City software to be implemented next year.

DESCRIPTION OF CITY OF DANVILLE DEPARTMENTS (cont.)

Finance Department

The Finance Department administers all financial functions of the City. Included among its many duties are:

- Preparation of Budget with City Manager—FY2019-2020 \$46.4 million all city funds,
- General accounting activities,
- Accounts Payable and Receivable (Billing – especially the collection of all utility bills),
- Payroll,
- Custody of funds (over 50 bank accounts),
- Cash flow,
- Debt administration,
- Managing City investments,
- Grant financial administration,
- Financial reporting including the Annual Audit.



Fire Department

The Danville Fire Department was established in 1876 and is one of the oldest paid fire departments in the State of Kentucky. Currently, the Department is organized with two staffed fire stations. Firefighters are on duty 24/7, 365 days per year at both fire stations. The new downtown headquarters fire station will be built in 2020 next to City Hall (old building will be demolished). The Department handled 1750 run calls last year with 60% being emergency service. All firefighters are certified EMT's. The city is rated as ISO-4 and has a good water supply for fire suppression and educates the citizens on fire prevention through their Fire Marshal.

Police Department

The Danville Police Department's mission is to improve the quality of life in Danville by working together with all citizens to preserve life, maintain human rights, protect property, and promote public safety. The Department is accredited by the State of Kentucky and has 36 sworn officers with 35 of those positions filled. The Department has car lap tops, dashboard cameras, and body cameras. The Police Department handles 911, emergency medical dispatch and dispatch for the County Sheriff, County EMS (Paramedics), and for Danville Police and Fire and works with the State Police. The 911 Center can expand to assist other counties if needed in the future.



Utility Department

The Utility Department handles all aspects of water distribution and treatment and wastewater collection and treatment for the City of Danville and surrounding counties. They have 11,000 water customers and sell water wholesale to nearby counties and have 8000 sewer customers including some large businesses. The water treatment plant was just upgraded for \$26 million and received numerous awards for their best practices and innovations. The Utility Director was the Danville City Engineer who managed the water treatment plant upgrade and is still handling stormwater management (MS4) and development reviews for Planning & Zoning applications until the new City Engineer is brought up to speed.

OPPORTUNITIES

- ⇒ Collaborate with the new City Manager (Jan.2020) to develop the city's human resource talent and compensation/benefits strategy as it relates to current and future talent needs, recruitment, retention, and succession planning.
- ⇒ Be on the ground floor of the implementation of a new financial system for the City and its human resources component.
- ⇒ Provide innovative ideas to implement self-funded health benefits, new wellness programs and ideas to reduce health care costs for sustainability into the future.
- ⇒ Assist the City with local administration of the State retirement plan changes and funding costs that effect the employees and City budget (new employees are in defined contribution plans vs. longtime employees are in a defined benefit plan)
- ⇒ Work with a currently-retained consultant, City Manager, department heads, Commissioners, and employees for the implementation of the new classification and compensation study which is due January/February 2020.
- ⇒ Build a strong organization through a new employee development and training program and performance management system.
- ⇒ Develop a new orientation/onboarding process that emphasizes a welcoming culture and talent retention.



QUALIFICATIONS FOR HUMAN RESOURCES DIRECTOR

Bachelor's degree in Business Administration, Public Administration, Human Resource Management, Organizational Management or related field (Master's Degree preferred), with a minimum of five years of managerial experience in a human resources department or related management position required. Relevant city government experience preferred; SHRM or IPMA certification a plus. Must have and maintain a valid driver's license.

Prefer experience with self-funded medical plan and stop-loss insurance, knowledge of principles of workers compensation and OSHA safety requirements and related programs; experience with classification, pay, policy development and administration. Requires knowledge of Word and basic Excel.

CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ Thorough knowledge of the principles and practices of human resources and recruiting methods with a preference for municipal operations as it relates to human resources;
- ⇒ Ability to develop recommended personnel policies and procedures and to communicate those to city management, employees and the public;
- ⇒ Thorough knowledge of federal and state laws related to personnel administration, workers compensation, wage and hour laws, FMLA, OSHA, HIPPA, FOPI, ADA, EOE, drug testing, etc.;
- ⇒ Excellent communication skills, both verbal, written, and utilizing informational systems, including preparing reports and making presentations;
- ⇒ Thorough knowledge of employee benefits and administration (such as self-funded/reinsured health insurance and state-mandated retirement systems);
- ⇒ Will maintain confidentiality of Human Resources records and databases;
- ⇒ Ability to work independently and as part of a management team;
- ⇒ Ability to assign, train, supervise and evaluate staff;
- ⇒ Strong problem-solving, analytical and organizational skills, and aptitude for working with and maintaining detailed records, and working with diverse staff;



Compensation and Application Process

Open and competitive starting salary DOQ and new Compensation Study
Excellent employee benefit—Dental, Life Insurance, vacation, etc. and other benefits listed below:

- ◇ Health benefits for employee and family—100% paid by employer;
- ◇ KRS—Kentucky Retirement System pension plan;
- ◇ Optional Employee-Deferred Compensation Program (using Commonwealth of Kentucky).



City of Danville is an AA/EOE employer

More information is available on website: <https://www.danvilleky.gov/>

For a copy of Job Description please email Ms. Frank at randi@randifrank.com

If you are interested in this position and you want to be considered for this great opportunity, please mail or email your resume and cover letter to Mr. Slavin. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses. Position open until filled with first screening December 20, 2019. For more information about the position and/or the recruitment process you are invited to contact either Bob Slavin at slavin@bellsouth.net (770) 449-4656; or Randi Frank at Randi Frank Consulting, LLC randi@randifrank.com (203) 213-3722.

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