



Human Resources Director
City of Wheeling

The City of Wheeling is seeking a **Human Resources Director**. This unclassified position reports directly to the City Manager.

Description: The Human Resources Director provides executive leadership and supervision to a coordinated program of human resources management by West Virginia State Code, Municipal Code, and various Federal, State and local regulations. Responsible for staff recruitment, employee relations, compensation, benefits, administration, strategic planning, employment law, performance management, policy development and implementation, safety, workers' compensation, conflict resolution, and training & development.

Requirements: Applicants must possess a bachelor's degree in Human Resource Management, Public or Business Administration, or closely related field and possess a minimum of 4 years of progressively responsible personnel administration and supervisory experience; HR Certification preferred.

Must possess excellent written and interpersonal communication skills and ability to maintain a high level of confidentiality. Candidates must meet residency requirement within 6 months of hire date.

About the Community: The City of Wheeling is at the heart of a vibrant metropolitan tri-state area, with neighboring Ohio and Pennsylvania. This region is made up of more than 200,000 people, making it culturally alive and diverse. Located on the I-70 corridor between Pittsburgh and Columbus, Wheeling was the first gateway to the West and a hub of the industrial revolution. The city boasts a rich history as the birthplace of West Virginia.

Today, Wheeling is home to a mix of small businesses and international companies, offering opportunities for low-overhead economic development. Wheeling is known for its unique eateries, metropolitan features, outdoor recreation and annual festivals. It offers residents a safe, affordable lifestyle with big city amenities not found in most small towns, including our own symphony, Broadway shows, and the iconic Capitol Theatre. Wheeling is recognized as one of the most livable small metros in the country – growing, transforming, innovating, and inviting.

To Apply: Qualified applicants should forward a letter of interest and resume to one of the following:

Via email: citymanager@wheelingwv.gov

Via mail:

City of Wheeling
City Manager's Office
1500 Chapline Street, Suite 302
Wheeling, WV 26003

Timeline: The application period begins on December 22, and will continue until the position is filled.

No telephone calls please.

E.O.E.