



# Town of Acton

## Assistant Director of Human Resources

## Welcome

The Town of Acton is seeking a dynamic and strategic human resources professional to serve as its next Assistant Director of Human Resources. This is a key leadership role within a progressive municipality known for its commitment to employee development, community engagement, and operational excellence.

The Assistant Director will oversee a team of two staff and manage a comprehensive personnel system supporting approximately 150 active employees and managing benefits for approximately 300 retirees. The role will be pivotal in shaping HR strategy, enhancing employee experience, and ensuring compliance with local, state and federal regulations.

## The Town of Acton

Located in Middlesex County, approximately 21 miles northwest of Boston, Acton offers both accessibility and charm. Conveniently located within the I-495 belt and served by Route 2, Route 111, and a local commuter rail station, Acton offers seamless access for both commuters and visitors. Covering roughly 20 square miles, Acton had a population of 24,021 as of the 2020 Census.

The town shares a regional school district with neighboring Boxborough for grades 1 through 12 and maintains a AAA bond rating.

## Key Responsibilities

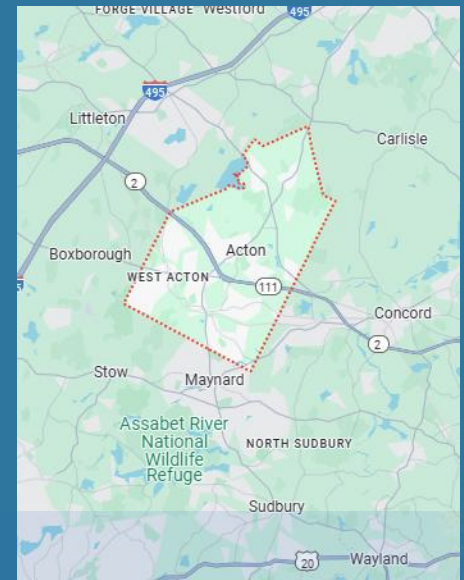
### Departmental Leadership and Support

Partner with the Director of Human Resources to provide guidance and support to department heads and employees across the organization; supervise the Human Resources Officer and Benefits Coordinator.

### Recruitment and Onboarding

Oversee the full recruitment cycle, coordinate onboarding, and manage employee benefits for all Town employees.

## Acton, MA



Incorporated in 1735, Acton blends historic charm with modern convenience, located 21 miles northwest of Boston and situated in the southwest of the Greater Merrimack Valley region. With Revolutionary War roots, a vibrant community spirit and legacy of innovation, Acton offers an exceptional quality of life to live, work, and play.

## **Payroll and Data Management**

Maintain HRIS systems (MUNIS) and generate reports on employee data. Serve as HR liaison to payroll and assists with researching payroll issues and implementing payroll initiatives.

## **Training and Development**

Organize and deliver training programs, including mandatory sessions and wellness initiatives.

## **Benefits Administration**

Manage health, life, disability, and voluntary benefits; liaise with vendors and coordinate benefit-related communications and payroll deductions.

## **HR Operations and Compliance**

Maintain personnel records, ensure compliance with union contracts, and support retirement planning and leave programs.

## **Budget and Financial Oversight**

Assist with department budgeting, process invoices, manage purchasing, and resolve billing issues.

## **Process Improvement and Customer Service**

Evaluate and Improve HR procedures to enhance service delivery, support other departments, and ensure efficient operations.

# **Ideal Candidate Profile**

We're looking for a collaborative, forward-thinking leader who brings:

- Deep knowledge of public sector HR practices and labor laws
- Experience with managing HRIS systems and data analysis
- Strong interpersonal and communication skills
- Ability to manage multiple priorities and lead a high-performing team
- Demonstrated ability to evaluate and enhance existing processes to improve efficiency, effectiveness and overall service delivery

# **Qualifications**

Bachelor's degree in Business Administration, Management, Human Resources, Public Administration, or related field, plus five (5) years' experience in human resources, preferably in the public sector, or any combination of education and experience necessary to fulfill the expectations of the position.

## Salary and Benefits

The full salary range is \$83,755 - \$109,282, starting salary depends on qualifications. Acton offers a 36-hour work week and is a progressive employer with hybrid work and staggered hours policies, along with comprehensive benefits, and participation in the Middlesex County Pension System.

## Next steps

Please submit cover letter and resume to the Collins Center for Public Management at: [collinscenterrecruit@umb.edu](mailto:collinscenterrecruit@umb.edu) and include in the subject line "[Your last name] - Acton Assistant HR Director" or click below. **Review of resumes will begin October 15th.** The position will remain open until filled.



*The Town of Acton is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.*

## Community Information

- 19.87 total sq. miles
- 24,021 population
- 9,000 households
- 127.8 total road miles
- \$284,449 2024 EQV per capita

## Town Government

- Five member Select Board
- Open Town Meeting
- \$130m annual budget
- AAA Bond rating

