



City of Commerce City, Colorado – Human Resources Director

The City of Commerce City, Colorado, is inviting applications for their Human Resources Director position. Commerce City is conveniently located just eight miles north of downtown Denver in Adams County. A safe, diverse, and welcoming community of 68,000 Commerce City residents experience a high quality of life with affordable housing, abundant recreational opportunities, prosperous businesses, world-class healthcare, and all the amenities metropolitan Denver has to offer. The City's median household income is \$87,354 and the median home price is \$519,000. Commerce City continually strives to live up to its motto: "A Quality Community for a Lifetime." Incorporated in 1952, Commerce City covers 36.4 square miles. It's near Denver International Airport, six major roadways, a light rail stop, and several Regional Transportation District bus lines. As part of the Front Range, Commerce City residents enjoy easy access to the Rocky Mountain foothills via I-70. Away from the hustle and busy status of a downtown area, Commerce City is within 30 minutes of the NFL, MLB, and NHL arenas, as well as several concert venues in the downtown Denver area. Commerce City proudly boasts 300 days of sunshine a year.

For full position details, please review the position brochure at: [Mercer Group Associates Current Searches](#).

The Human Resources Director is responsible for managing the City's human resources, benefits, wellness, and safety and risk management programs while developing and implementing policies and programs covering employment, labor relations, wage and salary administration, employee onboarding, training, talent acquisition, and other employee services for 500 full-time and 500 part-time employees. The Director reports to the Assistant City Manager who reports to the Deputy Manager of Operations. The Commerce City Human Resources Department (staffed by eleven administrative and professional personnel) is dedicated to attracting, developing, and retaining a talented workforce committed to public service excellence. Serving as a strategic partner to City leadership and employees, the department provides comprehensive services including recruitment and selection, employee relations, benefits administration, compensation and classification, training and professional development, and organizational support. With a strong focus on equity, integrity, and innovation, Human Resources fosters a collaborative workplace culture where employees are empowered to grow their careers while delivering exceptional service to city employees.

The ideal candidate for the City of Commerce Human Resources Director position is an experienced and collaborative leader with a strong background in municipal or county government HR. This individual should possess a future-focused mindset and a willingness to embrace technological advancements and innovation to improve efficiency, service delivery, data-driven decision-making, transparency, and confidence in HR processes. A key quality for the new Director is the ability to build trust and strong relationships with both City leadership and staff. They must be an effective communicator who can confidently share requested information with upper management, department directors and employees within the organization. The ability to manage sensitive personnel matters with fairness, confidentiality, and professionalism is essential. The Director should serve as a trusted advisor to both leadership and staff in navigating employee relations and workplace challenges. The new Director will bring significant leadership and mentoring experience to the HR staff, building upon the professional strengths of HR personnel including Risk Management functions located within the department. The ideal candidate will be able to shift priorities as needed, maintain a positive and focused outlook while managing multiple projects.

Qualifications

- Bachelor's degree in public or personnel administration, human resources, business management or related field is required; master's degree preferred.
- Five (5) years of progressively responsible management experience in human resources/personnel management or an equivalent combination of education and experience is required. Three years of supervisory experience required.
- SHRM-CP, SHRM-SCP, PHR, or SPHR Certification and local government experience preferred.

Compensation and Benefits

The expected annual starting salary range for this position is **\$172,000 - \$192,000**. In addition to a competitive salary, the city offers a generous benefits program, including options for medical, dental, vision, disability, and life insurance; a generous paid leave policy of 200 hours per year; a 401(a) retirement plan with an 8% employee contribution and an 8% matching city contribution with full vesting after 2 full years of employment, and a voluntary 457 plan with a 50% employer match up to the first 2%. There are also free gym facilities in the Civic Center for employees and a \$5 Annual Rec Center membership available to each employee and their family. Relocation reimbursement is negotiable.

How to Apply

Interested candidates should submit by email a cover letter, resume, list of at least five job related references (including names, email addresses, and telephone numbers), and salary history to **Lisa Ward at lisaward912@gmail.com no later than close of business on April 3, 2026**. Please direct any questions to Lisa Ward, Senior Associate, 706-983-9326, or Alan Reddish, Senior Associate at Mercer Group Associates, 706-614-4961.