



CITY OF FITCHBURG

HUMAN RESOURCES DIRECTOR

THE CITY & DEPARTMENT

Located in north-central Massachusetts, the City of Fitchburg is a dynamic community of approximately 42,000 residents situated along the Nashua River, about 50 miles northwest of Boston. As the third-largest city in Worcester County, Fitchburg offers the amenities of a regional center while maintaining the character and affordability of a welcoming New England community. With convenient access to Route 2 and MBTA commuter rail service, the city is well connected to Greater Boston and the broader region.

Established in 1764 and incorporated as a city in 1872, Fitchburg has a proud history of manufacturing, innovation, and entrepreneurship. Once a major industrial center, the city is building on its historic strengths through continued investment in downtown revitalization, economic development, housing, and public infrastructure. Home to Fitchburg State University, Fitchburg serves as a regional hub for education, culture, healthcare, and recreation.

Operating under a Mayor-City Council form of government, the city is committed to delivering high-quality municipal services and fostering a workplace culture focused on innovation, collaboration, and public service. With a diverse population, engaged neighborhoods, abundant parks and open space, and a strong sense of community pride, Fitchburg offers an exciting environment for professionals who are passionate about making a meaningful impact in local government.

The HR Department's current budgeted staffing structure consists of a Human Resources Director and a Human Resources Generalist. The position is in person with expectations of occasional meetings outside of regular business hours.

THE OPPORTUNITY

The Director of Human Resources serves as the City's chief human resources officer and trusted advisor on workforce and employment matters. The HR Director is responsible for guiding the City's human resources strategy, overseeing labor relations and collective bargaining, ensuring regulatory compliance, and supporting a positive and productive workplace culture. Working in partnership with the Mayor, department heads, and employees throughout the organization, the Director plays a critical role in balancing operational needs, employee interests, and the City's commitment to delivering high-quality public services.

The HR Director serves as the City's chief labor relations strategist, leading collective bargaining negotiations, contract administration, and labor-management initiatives across the organization. The position also provides critical financial leadership by overseeing the department's operating budget, conducting compensation and classification analyses, evaluating the fiscal impacts of personnel policies and labor agreements, and supporting long-term workforce planning and budgeting efforts. The Director works closely with City leadership to ensure that compensation, benefits, and workforce investments align with organizational priorities and fiscal sustainability.

The successful candidate will find an opportunity to make a lasting impact by advancing modern HR practices, strengthening employee engagement, fostering positive labor-management relationships, and helping City leadership address the evolving challenges and opportunities facing today's municipal workforce.

KEY RESPONSIBILITIES

Lead all human resources operations, including recruitment, retention, employee relations, compensation, benefits, and compliance.

- Serve as the City's lead negotiator and advisor on collective bargaining, labor relations, and contract administration.
- Advise the Mayor and department leaders on workforce planning, organizational development, and personnel matters.
- Oversee employee investigations, disciplinary processes, and conflict resolution.
- Direct compensation and classification initiatives and assess the fiscal impacts of labor agreements and personnel policies.
- Develop and implement HR policies, programs, and strategic initiatives that support City goals.
- Manage the Human Resources Department budget and supervise departmental staff.
- Ensure compliance with applicable federal and state employment laws and regulations.

SALARY AND BENEFITS

The City provides a generous benefit package and is part of the Massachusetts Retirement System. The anticipated hiring salary range is \$81,484 - \$124,072 depending on qualifications.

APPLICATION PROCESS

Please submit a resume and cover letter detailing your interest and qualifications to the Collins Center for Public Management recruitment email: CollinsCenterRecruit@umb.edu. Please submit all documents in a single PDF file and include your **LAST NAME** and **Fitchburg HR** as the file name and in the email subject line.

The position will remain open until it is filled. Resumes will be reviewed on a rolling basis with preference to candidates applying by October 19, 2026. Please reach out to Mary Flanders Aicardi, HR Practice Leader via cell phone at 508-215-8992 with any questions.

THE IDEAL CANDIDATE

The City seeks an experienced and collaborative human resources professional with strong leadership, labor relations, and interpersonal skills. The ideal candidate will possess demonstrated experience in collective bargaining, employee relations, organizational development, and municipal human resources management. The successful candidate will be a trusted advisor who can build productive relationships with elected officials, department heads, employees, and labor representatives while balancing operational, financial, and workforce priorities. A strategic thinker with sound judgment, political awareness, and a strong commitment to public service will thrive in this important leadership role.

QUALIFICATIONS

A master's degree in public or business administration with five to seven years of public sector human resources and labor relations experience is preferred. An equivalent combination of education, training, certification, and experience will be considered; however, a minimum of a bachelor's degree is preferred.



The City of Fitchburg is an equal opportunity and affirmative action employer and welcomes applications for all qualified candidates.

To learn more about the Collins Center, please visit <https://www.umb.edu/cpm>