



Human Resources Director

Position Profile

Welcome

The Town of Acton is seeking a strategic and forward-thinking leader to serve as its next Human Resources Director. This role oversees a team of three full-time staff and manages a comprehensive personnel system supporting approximately 250 municipal employees, including 160 who receive full benefits. The position does not oversee benefits for school department staff, as Acton is part of a regional school district.

Reporting to the Director of Administration and Finance, the Human Resources Director is a key member of the senior leadership team, providing strategic guidance and human resources expertise to executive leadership, department heads, and employees across all levels of the organization.

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, underscoring its fiscal management and responsible municipal leadership.

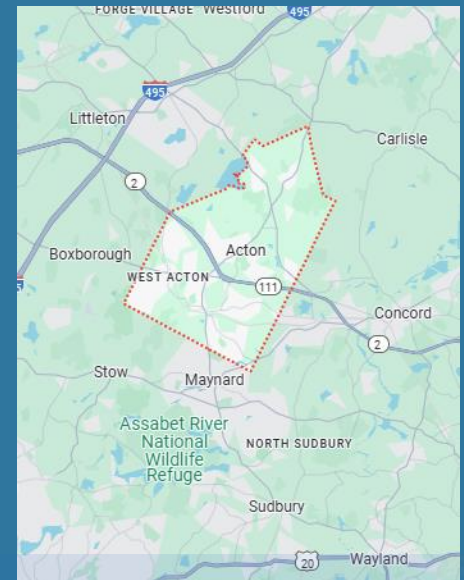
Essential Functions

The following is a summary of the essential functions for the role of Human Resources Director.

Policies, Procedures and Records

The position is responsible for developing, updating, and maintaining the Town's personnel policies and procedures, ensuring they are applied consistently and accurately across all departments. The role also manages and safeguards all official personnel records and employee data for the Town's workforce.

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.

Manage and Administer Employee Benefits

The Director is responsible for administering and managing all employee benefits including but not limited to health, life, disability, and an employee assistance program and works closely with vendors and human resources staff to manage annual Open Enrollment. In addition to voluntary benefits, the position manages the Town's Workers Compensation, 111F, and Family and Medical Leave programs.

Classification, Compensation and Collective Bargaining

The Human Resources Director oversees the Town's Classification and Compensation system, recommending position reclassification and ensuring the structure and wages remain competitive and equitable within the broader labor market. The role also administers all collective bargaining agreements, prepares negotiation strategies and recommendations for the Town Manager, and represents management during labor negotiations.

Recruitment and Workforce Development

The position leads all recruitment and selection efforts for the Town, collaborating closely with Department Heads to attract and hire qualified candidates. The role also designs and delivers both mandatory and voluntary training programs and supports employee growth through career development initiatives such as workshops, seminars, certification opportunities, and higher education guidance.

Knowledge, Skills and Abilities

- Expert knowledge of municipal human resources including related laws and regulations.
- Thorough knowledge of the principles, practices, methods and statutes as applicable to collective bargaining and benefits administration.
- Ability to be a self-motivated organizational leader and problem solver with a strategic long-term perspective.
- Innovative, accessible, trustworthy, and able to build consensus and work collaboratively with staff and all constituencies within the Town of Acton.
- Ability to work with a high level of detail, and an ability to prioritize and manage multiple tasks simultaneously.
- Skill in dealing effectively with complex challenges, often under considerable time pressure.
- Excellent organizational, planning, decision-making, and management skills.
- Ability to conceptualize and implement goals and objectives.
- Strong interpersonal skills.



- Considerable knowledge and skill in using computer applications for Human Resources management. Munis experience is strongly preferred.
- Ability to analyze and interpret human resources data and present findings clearly in multiple forums. Effective communication and presentation skills.
- Ability to move seamlessly from high-level strategy to tactical execution.
- Ability to work with confidential information.
- Ability to identify solutions that help address challenges.

Qualifications

Bachelor's degree in business administration, human resources, Public Administration, or related field, plus 5-7 years' experience in human resources, preferably in the municipal field; or any combination of education and experience.

Salary and Benefits

The anticipated hiring range for the position is approximately \$109k to \$119K. The FY26 full range is \$96,958 to \$126,508, includes steps and potential for merit increases. 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.

Application Process

Please submit cover letter and resume to the Collins Center for Public Management at: collinscenterrecruit@umb.edu and include in the subject line "[Your last name] - Acton HR Director" or click below. **Review of resumes will begin September 4, 2025.** 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.

Please contact Mary Flander Aicardi, HR Practice Leader at the Collins Center for Public Management with any questions at 508-215-8992.

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

