

CURRENT VACANCY

HUMAN RESOURCE DIRECTOR

TOLEDO MUNICIPAL COURT

Full-time | Executive-level | On-site



Starting Salary: **\$112,374.28**

Full Rate: **\$124,860.32**



APPLICATIONS CLOSE
September 14, 2026
at 4:30 p.m.

1 HOW WE THINK ABOUT HR (Human Resource Director)

At Toledo Municipal Court, HR is more than policies, processes, and compliance. Those responsibilities matter, but they are the foundation of the work, not the entirety of it. The Human Resource Director plays an active role in leadership, culture, organizational change, employee experience, and professional development. The Human Resource Director is expected to understand the organization, build relationships, identify opportunities for improvement, and help leaders make thoughtful decisions about people.

3 WHO WE ARE LOOKING FOR

- A people-focused and strategic HR professional
- A relationship-builder who earns trust and uses sound judgment
- Someone who looks beyond the policy to the issue underneath
- Someone who coaches managers, improves systems, and communicates with empathy
- Someone who sees culture as shaped through everyday leadership decisions

If your view of HR begins and ends with policies, forms, compliance, and responding to problems after they occur, this role will feel different.

2 WHAT THIS ROLE IS REALLY ABOUT

- ✓ Advise Court leadership
- ✓ Lead recruitment, onboarding, employee relations, professional development, and policy development
- ✓ Coach managers through difficult situations
- ✓ Strengthen employee engagement, retention, communication, and employee voice
- ✓ Use employee feedback and workforce information to guide decisions
- ✓ Supervise the HR Specialist
- ✓ Improve systems and move between strategy and execution

4 WHY TOLEDO MUNICIPAL COURT?



OPERS retirement with
14% employer contribution



Optional Deferred
Compensation Plans



14 paid holidays



Vacation and sick
leave accrual



Comprehensive health, dental,
vision, prescription, and
life insurance

MINIMUM QUALIFICATIONS



Undergraduate degree in
business, public administration,
human resources, or a
related field



Three years of intensive
human resource experience
required



An advanced degree may
substitute for one year
of experience



Court system or criminal
justice experience
preferred



Apply: tmchiring@tmcourt.org



Full posting: toledomunicipalcourt.org/careers

