Job Description

Position Title: Human Resources Manager

Classification: K

Supervisor Title: Executive Director

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Executive Director, this position facilitates superior library service through administration of the human resources operations including employment process, employee benefits, wage and salary administration, employee relations, evaluations, and maintenance of employment records.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  PHR or SPHR certification) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Thorough knowledge of federal, state and local employment law.
2. Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Working knowledge of HR related technology and software with the ability to problem solve and troubleshoot.
4. Working knowledge of budget preparation, project planning, and supervisory methods and techniques.
5. Five years’ experience as a Human Resources Generalist or Professional in Human Resources Certified.
6. Three years supervisory experience.
7. Experience in handling and maintaining confidential information and protects confidential information from being disclosed to others.

## ESSENTIAL FUNCTIONS

1. Oversees the development, implementation, management, and evaluation of activities related to human resources within the library including recruitment, onboarding/offboarding, salary and benefits administration, annual evaluations, leaves of absence, worker’s compensation, unemployment claims, and compliance with applicable laws.
2. Assists managers in hiring, training, coaching, supervising, disciplining, and evaluating staff including working closely with the Executive Director to manage the work of the Executive & Human Resources Assistant.
3. Works on library wide projects, initiatives, and issues as a key member of the Administration Team in conjunction with the Executive Director, Assistant Director and Facilities & Operations Director.
4. Prepares and maintains departmental records, statistics and reports.
5. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
6. Participates in appropriate local, state and national organizations.
7. Participates in relevant training, continuing education and/or staff development.
8. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available.

PHYSICAL REQUIREMENTS

1. Frequently moves about to access files, use equipment and deliver materials.
2. Constantly operates a computer and other office machinery, such as phones, printers/copiers, and calculators.
3. Constantly communicates with staff, external contacts and vendors.
4. Constantly discerns items near and far.
5. Occasionally transports materials weighing up to 35 lbs. to move files and refill office supplies.