



HUMAN RESOURCES MANAGER
Full Time (37.5 hours per week)

Palatine Public Library District has an opening for an experienced, resourceful, and team-oriented Human Resources Manager. Responsibilities include hiring, onboarding, orientation, training, discipline, and compensation and benefits. As a member of the Library's Management Team, the HR Manager participates in strategic planning and policy development. The HR Manager serves as the human resources liaison to Management and the District Board of Trustees. Please visit www.palatinelibrary.org for a complete job description.

Qualifications include:

- Bachelor's degree in Human Resources or related field or equivalent.
- Minimum 3 years related business experience preferably in a public sector or not-for-profit environment, with 1 year supervisory experience or equivalent
- Proficiency in use of current personal computer technologies, e.g. internet applications, word processors, spreadsheet applications, online payroll systems, and desktop publishing software.
- Knowledge of federal, state, and local laws as reflected in library policy preferred.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to handle multiple tasks and efficiently organize work.

The ideal candidate will be a continuous learner with a welcoming attitude, a playful spirit, and a desire to go above and beyond to serve our diverse community.

Starting Salary: \$57,515 - \$60,000 annually (depending on qualifications)

Benefits include four weeks vacation per year; sick time of one day per month; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and Health, Life, Vision and Dental Insurance programs.

Employment Applications are available online at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any branch location. Please submit a completed application with cover letter, resume, and 3 professional references to the Human Resources Department at employment@palatinelibrary.org.

Palatine Public Library District is your destination for knowledge, entertainment, and community. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

June 2018