



## **HUMAN RESOURCES MANAGER**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.***

The Palatine Public Library District is looking for an experienced, empathetic, team-oriented full-time **Human Resources Manager**. Candidates must be based in the Chicagoland area. This position is onsite, and candidates must be able to travel to our branch locations as needed.

### **How You'll Contribute:**

In general, the Human Resources Manager is responsible for:

- Hiring, onboarding, orientation, training, discipline, and compensation and benefits
- Participating in strategic planning and policy development
- Serving as the human resources liaison to Management and the District Board of Trustees

Visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description

### **You'll Be Successful Because You Have:**

- 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 of supervisory experience
- PHR or HR Certificate Program preferred
- Proficiency in MS Office, including Outlook, Word, Excel, PowerPoint, and Microsoft Teams
- Ability to retain confidential information required
- Ability to effectively prioritize and complete multiple projects
- Passion for promoting equity, diversity, and inclusion throughout the work of the organization
- Ability to communicate effectively with diverse groups and manage difficult personnel situations
- Good judgment and initiative to make appropriate independent decisions
- A continuous learner with a welcoming attitude, a collaborative work ethic, and a desire to go above and beyond to serve our diverse community

### **What We Offer:**

- Salary Range: \$64,263 - \$80,328 annually (depending on qualifications)
- Full Time: 37.50 hours per week
- Benefits include 4 weeks of vacation per year; sick time of one day per month; 12½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs



**How To Get Started:**

If you are interested in applying for the Human Resources Manager position, please follow this link to submit a resume, cover letter (required) and 3 professional references by clicking the link: <https://palatinelibrary.recruitpro.com/jobs/234065-50843.html>

**This position is open until filled.**

**More important than the best skills, however, is the right person.**

Palatine Public Library District inspires connection, curiosity, and joy. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

*Palatine Library District is an Equal Opportunity Employer*