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## JOB DESCRIPTION

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<b>TITLE:</b> Human Resources Associate	<b>DEPT.:</b> Administration
<b>REPORTS TO:</b> Human Resources Manager	<b>CLASSIFICATION:</b> Non-Exempt

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**Objective:**

As a team member of the Administration Department, this position is primarily responsible for human resource and administrative support functions, including but not limited to recruitment, training, and administrative duties.

**Duties:**

1. Provides direct support to the Human Resources Manager and general support to staff.
2. Provides staff with information regarding the Library's Human Resources policies, procedures, services, and benefits.
3. Assists with recruiting duties including processing and tracking applicants, on-boarding and off-boarding employees, interviewing, and checking references.
4. Assists with staff trainings, new hire orientation, and benefits overview. Enrolls and terminates employees in insurance plans and IMRF.
5. Processes semi-monthly payroll.
6. Assists in coordinating Staff Committee events.
7. May be responsible for outgoing mail including operation of postage machine.
8. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
9. Performs other duties as assigned.

**Minimum Qualifications:**Education:

Two years of college level coursework, Associates Degree, LTA certificate, or equivalent

Experience:

2 years related experience

Knowledge, Skills, & Abilities:

- Ability to work with efficiency, skill, accuracy, and appropriate speed
- Ability to accurately retrieve information and materials from files
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired

- Ability to provide excellent customer service at all times with the public, Board, and staff
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to type, read, and enter data into computer accurately
- Proficiency in the use of personal computing technologies
- Knowledge of Windows platforms and MS Office Suite
- Ability to learn website content management software
- Ability to troubleshoot minor problems with computers and peripherals
- Demonstrates ease and comfort with emerging technologies
- Knowledge of, or ability to learn, federal, state and local laws as reflected in library policy.

**Supervisory Responsibility:**

None.

**Physical Requirements:**

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds occasionally
- prolonged sitting and repetitive keyboard use

**Working Conditions:**

Work is performed in a typical library environment. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.