



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, organized, team-oriented full-time **Human Resources Manager**.

How You'll Contribute:

In general, the Human Resources Manager is responsible for:

- Planning, directing, coordinating, and reviewing the work of the Human Resources unit.
- Hiring, onboarding, orientation, training, discipline, and compensation and benefits
- Participating in strategic planning and policy development
- Serving as the human resources liaison to the Management Team

Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

You'll Be Successful Because You Have:

- Bachelor's degree in Human Resources or related field or equivalent
- Minimum three years related business experience, preferably in a public sector or not-for-profit environment, with one year of supervisory experience
- Proficiency in MS Office 365
- Ability to retain confidential information
- 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

The ideal candidate will be 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: \$69,153 - \$86,441 annually, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible to work from home two days per week after successful completion of 90 days.
- 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:

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application, cover letter, resume, and 3 references to the Human Resources Department at employment@palatinelibrary.org.

About Us:

Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.