
JOB DESCRIPTION

TITLE: Human Resources Manager

DEPT.: Administration

REPORTS TO: Executive Director

CLASSIFICATION: Exempt

Objective:

Oversees all aspects of the Human Resources unit including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the unit is living up to the Library's mission, vision, and culture statement.

Duties:

1. Plans, directs, coordinates, and reviews work of the Human Resources unit. Maintains written procedures and suggest process improvements.
2. Interviews, hires, trains, schedules, supervises, coaches, and evaluates unit staff while providing guidance, support, and leadership within the culture of the organization. Assists in other hiring decisions as required.
3. Responsible for recruitment and retention of a diverse workforce. Performs hiring and job placement activities. Provides training and coaches supervisors in hiring, supervising, and evaluating employees and resolving disciplinary issues.
4. Responsible for fostering a diverse and inclusive environment. Coordinates and supports diversity and inclusion programs, activities, training, and development.
5. Remains informed about state and federal statutes and guidelines which may impact the Library's personnel practices. Advises the Executive Director and Trustees to ensure personnel policies are applied in a legal, consistent, fair, and professional manner, and recommends corrective action when necessary.
6. Recommends, develops, and implements human resource programs and policies to align with the achievement of library goals and strategies. Updates and revises the personnel policy, forms, letters, and job descriptions as needed.
7. Monitors compensation administration and recommends changes to existing programs to meet competitive marketplace objectives. Administers and assists in selection of benefit programs for employees.
8. Oversees and coordinates Library-wide staff training initiatives and programs. Oversees new employee orientation programs.
9. Administers unit budget lines and prepares annual budget requests. Monitors and approves unit expenditures and contracts. Assists with the annual budget preparation process for salaries, insurance, and benefits.
10. Participates in overall planning and policy development as a member of the Library's Management Team.
11. Participates in professional development through professional reading, workshops, conferences, and networking groups. Shares information learned with appropriate colleagues.
12. Serves on library and community committees as assigned.
13. Creates reports, surveys, manuals, and other informational and statistical data. Utilizes data in unit and Library-wide decision making.

14. Creates and maintains a welcoming environment for members and staff by fostering a culture of diversity and inclusion.
15. Performs other duties as assigned.

Minimum Qualifications:

Education:

Bachelor's degree or equivalent required.

Experience:

Minimum 3 years related experience including a minimum of 1 year of supervisory experience required.

Knowledge, Skills, & Abilities:

- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- 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 empathize and relate to others' needs
- Ability to provide excellent customer service at all times with members and staff
- Proficiency in the use of email and computer technology
- Attention to detail
- Ability to use good judgment creating and following procedures in support of library policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to troubleshoot minor problems with computers and peripherals
- Knowledge of Windows and MS Office
- Demonstrates ease and comfort with emerging technologies
- Ability to handle emergency situations in a calm, capable manner
- Knowledge of federal, state, and local laws as reflected in library policy
- Knowledge about or experience communicating via social media channels
- Ability to learn website content management software

Supervisory Responsibility:

Position has direct supervisory responsibility over departmental staff. Interview, hire, develop, coach, assist review work, evaluate, discipline, and enforce library rules and policies.

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.