

## Human Resources Manager

**Department:** Administration

**Reports To:** Library Director

**Status:** Full Time/Exempt

**Pay Grade:** XI

**Supervises:** Custodians

**Revised:** 12/18/20

### Job Summary

Responsible for the human resource functions of the library, including payroll, benefits and compensation, employee relations, training and development, and workforce planning and employment. Responsible for the supervision of part-time custodians.

### Competencies

- Strong work ethic- Demonstrates positive habits such as arriving to work on time, stays motivated and focused, and finishes tasks on time
- Good communication skills- Listens to and understands what others are saying, asking for any needed clarification. Projects positive body language and facial expressions; writes messages, reports, and other types of documents with clarity and efficiency. Relays information using visual aids or graphic tools, if required
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; helps in building a positive team spirit; puts success of the team above own interests; contributes to Library morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Problem solving skills-Uses personal knowledge and experience to find answers to pressing problems; formulates effective solutions
- Flexibility-Demonstrates adaptability, is willing to change and learn (Is teachable), accepts new things
- Organizational Awareness-Ability to develop a clear strategy to getting things done based on an understanding and general knowledge of the Library

### Essential Functions & Responsibilities

#### Supervisory Responsibilities

Accomplishes staff job results by hiring, coaching, counseling, disciplining, and terminating employees; planning, monitoring, and appraising job results; conducting training; implementing and enforcing systems, policies, and procedures

#### Primary Responsibilities

- Benefits and Compensation-responsible for administering employee benefits program. Manages leave policies, worker compensation and unemployment claim process in its entirety. Processes bi-weekly payroll and maintains the library's HR information system
- Workforce Planning and Employment- recruitment, selection, orientation, and exit processes for all employees
- Training & Development- responsible for ensuring all employees receive the appropriate training (in-house or off-site) to adequately perform their jobs

- Employee Relations-strengthens the employer-employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale, and providing support and input to the library's performance management system
- Risk Management- proactive in detecting risk items that could pose a possible threat to patrons and library as a whole
- Supervises part-time custodians, including developing schedules and ensuring the custodial work is being completed to a satisfactory level
- Demonstrates commitment to the library's mission by helping with ongoing projects and other organizational initiatives

**Working Conditions**

- This job operates in a professional office environment in a building with standard temperature levels. The noise level is usually moderate, but can change depending on specific programming. This role uses standard office equipment
- While performing the duties the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds

**Required Education and Experience**

- Bachelor's Degree with a focus in Human Resources or related field, or equivalent combination of experience and education
- A minimum of 3 years' HR experience
- Well-rounded background including payroll, leave administration, training and development, compensation and benefits, and employee relations
- Strong understanding and working knowledge of Illinois labor laws
- Strong Computer skills, including but not limited to Microsoft Office/Excel
- Ability to work a variety of hours including evenings and weekends
- Ability to work independently as well as collaboratively

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, working conditions and activities may change or new ones may be assigned at any time with or without notice

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Employee's Signature

Date