



Job Description Human Resources Manager

Department: Administration
Reports To: Director & Fiscal Officer
Job Classification: Full-Time, Regular, Non-Exempt, Salary Range \$14.00-\$23.00/hour

Job Summary: The Human Resources Manager plans, directs and coordinates the administration of the human resources policies, procedures, and programs. The HR Manager focuses on training and development, benefits and compensation, organizational development, employment, departmental development, employee relations, and employment law.

Mission: We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Human Resources Manager supports that mission by ensuring that staff are well trained, informed and treated fairly. Additionally, the HR Manager may coordinate the implementation of organizational development programs that address customer service skills, technology and other goals outlined in the Library's Strategic Plan.

Personal & Professional Attributes: All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Core Technology Competencies: All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

General Requirements: Along with the commitment and desire to provide excellent service to library patrons, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

Minimum Education, Experience, and Licensing Requirements:

- Bachelor's Degree in Human Resources, Personnel Administration, Business Administration or related field.
- Professional Human Resources (PHR) Certification and/or Human Resources Experience preferred.
- Valid Ohio driver's license and access to a vehicle to provide own transportation when participating in off-site Library business and activities.
- Must successfully pass a background check.

Minimum Knowledge, Skills, Abilities, and Other Characteristics

- Ability to establish trust with staff, advocate for their concerns and enforce library policy fairly and consistently.
- Ability to coach, train, and mentor staff development.
- Ability to consider the needs of both employees and management.
- Knowledge of and ability to communicate library policies, procedures, and techniques to staff and the public.
- Knowledge of the principles, theories and concepts, and trends in Ohio and Federal employment law.
- Knowledge of human behavior and performance; individual differences in ability, personality and interests; learning and motivation.
- Ability to maintain confidentiality of information, use discretion and adhere to business ethics.
- Excellent spelling, punctuation and grammar skills.
- Ability to follow verbal and written instructions.
- Some knowledge of basic accounting.
- Keyboarding, filing, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to organize and prioritize workload.
- Efficient and taskmaster oriented.
- Ability to perform several tasks simultaneously and under pressure.
- Strong written, verbal, customer service and interpersonal skills.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to recognize and respond to potential dangers to patrons and staff.
- Ability to use Microsoft Office Suite and learn other software as needed.
- Ability to perform the physical activities associated with this job.
- Flexibility in scheduling in regards to lunch breaks and length of work day.

Essential Duties:

- Maintains, updates and creates job descriptions in coordination with management as needed.
- Participates in the recruiting process including job postings, creating interview questions, accepting applications, serving on interview teams as relevant, counseling managers on candidate selection, conducting and analyzing exit interviews and recommending changes.
- Develops and maintains a system wide onboarding plan that involves the orientation, development, and training of new hires as well as established employees upon promotion.
- Ensures managers are trained in the planning, monitoring and review of employees work, including documenting, coaching and discipline.
- Assists with resolving employee concerns and may counsel employees or supervisors as relevant.
- Meets with insurance representatives for review and renewal of health insurance plans, make recommendations to Director and Fiscal Officer.
- Maintains employee benefit programs; informs staff of process, coordinates educational programs as related to benefits, ensures staff meet deadlines as required and may direct the processing of benefit claims.
- Participates in salary surveys, evaluates current salary ranges and makes recommendations for revisions as needed.
- Maintains and/or assists in management guidelines by preparing, updating, and recommending human resource policies and procedures for the Staff Handbook.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Coordinates employee safety, welfare, and wellness programs.
- Coordinates or assists with staff development days and other in-house trainings.
- Recommends departmental and organizational development and/or promotes continuing education opportunities to all staff.
- Advocates for and assists with creating a positive, proactive work environment.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Ensures the library's compliance with employment labor laws and regulations.
- Assists the Director and management team with planning, monitoring and evaluating the library's goals, needs, services and programs, including budget forecasting for personnel needs.
- All other duties as needed or as assigned.

Additional Duties:

- May attend library continuing education activities and/or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.
- May serve on other non-HR related in-house committees or assist with programs.

JOB TITLE: Human Resources Manager

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
Hazards				Staff Room	Yes
Machines	Yes	Operate		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

Understanding & Agreement: The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Created: July 2013
Board Approved: September 18, 2013

I understand and will effectively perform the duties & requirements specified in this job description.

Employee

Date