Human Resources Manager

Summary of Job Responsibilities: Reporting to the Library Director, the Human Resources Manager coordinates the Library’s recruitment efforts and complies with all applicable employment laws. Participates as a member of the management team. Supports staff through employee relations, benefits administration, training and development, performance management, safety and recognition. Serves as Equal Employment Officer for the Library.

Minimum Qualifications:
- Bachelor’s degree in Human Resources or Business Administration.
- Three to four years of related experience or any equivalent combination of experience.
- Ability to travel between Library locations as needed.

Knowledge, Skills and Abilities:
- Ability to maintain confidentiality and use appropriate judgement in handling information and records.
- Ability to work accurately with attention to detail.
- Knowledge of state and federal employment laws and record requirements.
- Knowledge of word processing and spreadsheet software.
- Ability to communicate effectively in written and oral forms.
- Ability to define problems, collect data, evaluate evidence, establish facts, and draw valid conclusions.
- Ability to classify and organize records.
- Demonstrates strong supervisory skills, as well as knowledge of supervisory methods and techniques.
- Self-motivated with strong time management skills.
- Works well individually and as part of a team.

Duties and Responsibilities:
- Ensures that the Library complies with applicable employment laws.
- Ensures that all new and current employees complete all required employment forms.
- Administers the Library’s benefits portfolio.
- Ensures proper implementation of hiring, orientation, training and performance review and management procedures.
• Consults with managers and supervisors on disciplinary and performance issues.
• Mediates disputes between employees.
• Reviews personnel policies and position descriptions and recommends updates and changes.
• Interprets personnel policies.
• Maintains and revises the Library’s Employee Handbook.
• Runs background checks.
• Manages FMLA compliance.
• As EEOC Officer, investigates complaints and conducts harassment investigations.
• Conducts exit interviews.
• Ensures timely submission and investigation of worker’s compensation and unemployment claims.
• Assists in planning staff in-service day, employee recognition, and staff wellness initiatives.
• Creates monthly and yearly department records.
• Maintains personnel files.
• Attends meetings of the Board of Trustees.

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:
• Ability to sit and use computer for extended periods and operate standard office equipment, daily
• Travel by automobile is required frequently
• Majority of work performed in a general office environment
• Requires availability for extended hours as needed
• Requires occasional evenings and/or weekends
• Requires periodic participation and attendance at events and training

Employee Acknowledgement: I have read this job description and had the opportunity to ask questions.

_________________________________________  ______________
Employee  Date

Delaware County District Library
This is a full time position with an excellent benefits package.

Interested persons should submit a resume highlighting skills and experience to jmiller@delawarelibrary.org