



# Position Available at the Akron-Summit County Public Library

**JOB TITLE:** HUMAN RESOURCES ASSISTANT      **DATE:** MAY 18, 2022  
**LOCATION:** MAIN LIBRARY/HUMAN RESOURCES DEPARTMENT  
**HOURS:** Full-time (37.5 hours), may rarely include evening and weekend hours; not job-share eligible  
**SALARY:** Grade 8, \$16.38/hour, non-exempt

## ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS) (see more at <https://www.akronlibrary.org/about/employment/employee-benefits>). The position is based in our downtown Akron location, close to a variety of dining and shopping options.

## DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Human Resources Assistant to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. Duties of the Human Resources Assistant include, but are not limited to, the following:

- Help with the hiring process by coordinating the job posting, employment application/resume, and interview process, including preparing and distributing job postings and receiving/tracking employment applications.
- Prepare employee orientation materials (and conduct the HR portion of employee orientation as needed).
- Serve as point person for the Human Resource Information System (HRIS), including entering data and generating reports.
- Coordinate all phases of the yearly service award program.
- Maintain the personnel filing system and employee history, ensuring compliance with state and federal regulations.
- Prepare the monthly Personnel Report for the Board of Trustees meeting.
- Help with benefits administration, including open enrollment.
- Serve as the primary contact between the Administrative Reception desk and Human Resources.
- Order and maintain departmental supplies, and perform other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

**Required:** High school diploma or equivalent. At least two years of administrative support experience. Knowledge of the principles and practices of Human Resources administration. Knowledge of local, state, and federal laws pertaining to Human Resources management. Excellent customer service skills, including professionalism and diplomacy in a position with frequent interactions with internal and external customers. Excellent verbal and written communication skills, including demonstrated proof-reading skills with strong attention to detail and accuracy. Excellent computer skills with proficiency in MS Office applications. Outstanding organization skills, including prioritizing work effectively; multi-tasking by efficiently and steadily completing daily duties and special projects; exercising good judgment and discernment in decision-making; and working with and maintaining confidential information. Ability to successfully pass criminal background check and education verification check.

**Preferred:** Some college coursework or Associate's degree.

## DEADLINE FOR APPLICATION: Open until filled (preference given to candidates who apply within the first two weeks)

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to [library-HR@akronlibrary.org](mailto:library-HR@akronlibrary.org) or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at [www.akronlibrary.org](http://www.akronlibrary.org).

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



60 South High Street | Akron, Ohio 44326 | [akronlibrary.org](http://akronlibrary.org)

**Our Core Values:** Excellence | Service | Learning | Diversity & Inclusion