

## HUMAN RESOURCES COORDINATOR

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**DEPARTMENT:** Administration

**DATE:** September, 2020

**REPORTS TO:** Director

**CLASSIFICATION:** Exempt

**PAYGRADE:** 12

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### **Objective:**

Develops and implements human resources policies and programs for the library, including recruitment, on-boarding, legal compliance, compensation and benefits administration, performance management, employee relations, employee communication, and training. This position supports practices and objectives that will provide an employee-oriented, high performance organizational culture that emphasizes empowerment, quality, productivity safety and standards, goal attainment and the recruitment and retention of high quality, dedicated employees.

### **Essential Duties:**

1. Performs human resources employee service functions including answering employees' HR and Benefits requests and questions.
2. Maintains personnel records, and compiles reports as needed.
3. Manages recruitment process for new employees and coordinates interview process in collaboration with department supervisors.
4. Creates new hire packets for orientation and conducts general employee orientation.
5. Coordinates HR policy and procedure development including the creation of job descriptions and hiring procedures.
6. Assists Supervisors with the preparation of performance evaluations, and recommends changes to the performance evaluation process.
7. Understands and enforces the library's HR-related policies and procedures while safeguarding confidential and restricted information.
8. Assists/advises managers on disciplinary/employee relations issues, and refers unresolved issues to Director and the Board of Trustees if needed.
9. Keeps informed of current human resources laws and trends.

10. Provides employee consulting and counseling as needed.
11. Assists Supervisors in training new employees and in developing on-going training for all employees.

**Other Duties:**

1. Acts as backup to Administrative Services Coordinator in terms of payroll processing and accounts payable.
2. Serves as library liaison to Village's Employee Health Insurance Committee.

**Knowledge, Skills, and Abilities:**

1. Knowledge of current human resources/benefits processes and procedures; experience administering employee recruitment/retention and compensation/benefit plan.
2. Ability to set priorities, make independent decisions, maintain a high degree of confidentiality, and exercise discretion with patrons and staff.
3. Ability to identify and resolve problems efficiently; gathering and analyzing information objectively and thoroughly.
4. Strong interpersonal and team building skills; ability to de-escalate conflict and maintain composure in difficult situations.
5. Knowledge of Federal, State and Local laws that impact library operations and personnel.
6. Flexibility and change management skills to assist with organizational shifts in priorities.
7. Knowledge of word processing and spreadsheet software.
8. Attention to detail and ability to follow through tasks to completion.
9. Ability to use computer keyboard, telephone, and other office equipment.
10. Ability to maintain composure in difficult situations.
11. Ability to reach, bend, and lift.

**Minimum Qualifications:**

Education: Bachelor's Degree required. Certification in HR (PHR) preferred.

Experience: 2 years of experience in human resources

Evening and weekend work may be required.

Access to transportation.

The Addison Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect.

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*Subject to change without prior notification.*

*Every effort has been made to ensure the accuracy and thoroughness of this job description. However, some circumstances are difficult to predict. As a result, employees may be asked to perform other related functions in support of the library mission or its needs.*