



**JOB TITLE:** Human Resources Manager

**DEPARTMENT:** Administration

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Library Director

**PAY GRADE:** 11

**SUPERVISES:** None

### **JOB SUMMARY**

Provide vision and leadership for the recruitment, development and retention of a qualified and high-performing team. Implement benefit programs, process payroll and coordinate performance reviews. Counsel managers and employees on employment policies, employee development, performance management, legal compliance and best practices. Maintain personnel records and process payroll.

### **ESSENTIAL FUNCTIONS OF THE JOB**

**This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee is expected to possess the knowledge, skills and abilities needed to carry out these essential functions.**

1. Investigate, propose and implement employee policies and benefits. Consult and advise on interpretation and administration.
2. Coordinate job postings, screen resumes/applications, interview applicants, verify qualifications, check references. Consult with managers and provide recommendations for hiring.
3. Develop a process for and coordinate onboarding and separation from employment activities.
4. Counsel employees and managers on employee policies and performance concerns, including performance improvement plans and resignations or terminations.
5. Receive and act on employee complaints or grievances.
6. Ensure compliance with labor laws and best practices.
7. Administer compensation, benefits, and performance management programs.
8. Receive, review, approve and manage requests for ADA accommodations, Family Medical Leave, workers compensation, unemployment and similar benefits.
9. Organize and maintain employee records.
10. Review and revise job descriptions as needed.
11. Process employee payroll, including related transactions (IMRF, 457, etc.) and time off accruals.
12. Serve as IMRF authorized agent.
13. Participate as a collaborative member of the Management Team.

## **OTHER RESPONSIBILITIES**

1. Use technology and equipment (software applications, computers, internet, email) to effectively and efficiently perform essential job functions. Perform basic troubleshooting.
2. Manage COVID-19 (or similar) activities, recommendations and communications.
3. Recommend and coordinate employee training activities.
4. Review and revise pay grade and wage scale as required.
5. File government reports as scheduled.
6. Maintain employment statistical data and prepare related reports.
7. Develop and coordinate employee appreciation/recognition initiatives.
8. Monitor staffing levels and recommend changes as needed.
9. Prepare and present annual budget for salaries and benefits.
10. Develop content to be shared through the emailed staff newsletter.
11. Communicate with third party vendors and consultants.
12. Attend board meetings as required.
13. Assist with other duties and projects as assigned.

## **EDUCATION AND EXPERIENCE REQUIRED**

1. Bachelor's Degree with a focus in Human Resources or a related field.
2. Minimum three years of progressively responsible experience in the field of Human Resources.

## **OTHER QUALIFICATIONS DESIRED**

1. Strong, applied knowledge of Illinois and Federal labor laws.
2. Experience working in Human Resources at a municipality, library or other government entity.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

These physical demands are needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At least 75% of the employee's regular duties involve the use of a computer (keyboard, mouse, stylus) and/or telephone while seated. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The employee must maintain effective auditory and visual discrimination and perceptions needed for making observations, communicating with others, reading, writing and operating assigned equipment. This position requires an extensive amount of verbal communication. Speech and hearing abilities are essential.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Occasionally, the employee may be required to work at a location other than the Library, including outdoors.

## **GENERAL PERFORMANCE REQUIREMENTS**

**In order to perform these duties effectively and in a manner consistent with the Library's commitment to high quality public service, every employee must possess, and will be expected to consistently exhibit, the following qualities and capabilities. Specific examples of behaviors for each competency are available upon request.**

- **Teamwork**  
Builds good working relationships with staff members across the Library. Shows respect for others and values their contributions. Cooperates with others and works as part of a team to make valuable contributions toward achieving Library goals.
- **Communication**  
Communicates clearly, effectively and concisely in both written and verbal forms. Actively listens to others' ideas and perspectives. Communicates with tact and diplomacy, and remains sensitive to the diverse communication styles of others. Presents a positive demeanor through tone and phrasing of messages.
- **Customer Service/Interaction with Others**  
Offers friendly, thorough and timely service to a diverse group of internal and external customers, including but not limited to library members, guests and fellow staff. Takes time to fully explore customers' needs and tailors a response for each situation. Shares information openly to increase others' knowledge and ultimately improve the customers' experience.
- **Job Knowledge & Application**  
Applies knowledge to accomplish the primary responsibilities of the position and achieve results within established procedures, policies and timeframes. Maintains quality and performance standards in all situations, and accepts responsibility and accountability for all tasks performed. Utilizes resources (time, equipment, budget, etc.) to maximize efficiency and productivity.
- **Flexibility/Adaptability**  
Modifies behaviors and work methods in response to new information, changing conditions or unexpected obstacles. Responds to and handles unexpected and/or difficult situations calmly and appropriately. Accepts, adapts to and encourages change as necessary.
- **Image/Integrity**  
Ensures all interactions are conducted with genuine honesty, dignity, and openness. Demonstrates behaviors that reflect positively on the Library and uphold the Library values and image. Exhibits energy and enthusiasm for the job and the organization.
- **Problem Solving & Decision Making**  
Recognizes and fully identifies problems. Gathers and analyzes data, evaluates a variety of options and determines the best course of action. When appropriate, obtains necessary approvals, implements and then ensures effectiveness of decisions.
- **Innovation**  
Generates new ideas and solutions. Challenges the status quo. Actively pursues new or improved ways of accomplishing tasks or supporting Library objectives. Stays abreast of trends, remains open to new ideas and focuses on continuous improvement.
- **Planning and Organizing**  
Understands needs, establishes priorities and appropriately utilizes resources (time, technology, budgets) to proactively develop work plans. Monitors and adjusts ongoing plans to implement projects correctly and ensures they are completed in an effective and efficient manner.
- **Self Development**  
Pursues additional knowledge and skills to enhance personal growth and contribute to the

success of the organization. Seeks opportunities for learning new areas and participates in new projects to keep skills current and broaden knowledge.

**The Human Resources Manager is also expected to consistently exhibit the following qualities and capabilities:**

- Leadership  
Encourages others to perform to the best of their ability. Communicates clear directions, defines realistic expectations and appropriately delegates work. Provides ongoing guidance, meaningful feedback and support by mentoring, developing and motivating others in the execution of organizational goals and individual objectives.