Chillicothe & Ross County Public Library

Human Resources Manager

Supervisor: Executive Director
Position: FLSA Non-Exempt
Pay Band: E

Position Summary

The Human Resources Manager supports the library staff and is involved in every aspect of workforce engagement, including recruitment, hiring, retention, and separation. The position ensures compliance with employment law and regulation at the local, state, and federal levels.

Essential Duties & Responsibilities

- Plan, coordinate, and evaluate human resources services.
- Coordinate the employee hiring process from job advertisement through on-boarding.
- Maintain and update employee personnel files.
- Coordinate all employee benefits including: insurance (health and supplemental), COBRA, OPERS, Ohio Deferred Compensation, workers' compensation, unemployment, tuition reimbursement, and all leaves.
- Direct compliance of FMLA, ADA, EEO, OBWC, FLSA, SERB, & ACA.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces.
- Recommend resolutions for employee coaching, disciplinary action, and grievances.
- Coordinate uniformity of all job descriptions and ensures they are kept up to date.
- Maintain and update employee H.R. policy to ensure compliance with changes in laws and library policy.
- Coordinate continuing education and training programs for all employees and recommend conferences and webinars to staff as appropriate.
- Collaborate with the Executive Director and Directors to ensure employee appraisals are completed in a timely manner and are fair and equitable. Works with Directors to correct any performance issues.
- Oversee the library's 90-day evaluations for new staff to make sure they are satisfactorily performing required jobs duties.
- Assist the Executive Director and Directors in preparation of the annual salary schedule and pay increases by reviewing salary schedules of comparable entities to ensure fair compensation for all employees.
- Participate in conferences, continuing education, workshops, webinars, and HR and library interest groups to stay abreast of changing HR law.
- Coordinate the library's employee safety and wellness programs.
- Oversee diversity, equity, and inclusion for library staff and patrons.
- Act as the ADA Communications & Grievance Coordinator ensuring compliance for staff and patrons in accordance with Title II.
- Coordinate exit interviews for all employees.
- Oversee the library's employee recognition programs for service, retirements, and other milestones.
- Coordinate the library's ~~Adult Service volunteer,~~ internship, job shadowing, mentoring, and cross training programs.
- Recommend programs or items of interest pertaining to employment services offered to library patrons.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Bachelor's degree in Human Resource Management, Business Management or a related field.
- Human Resource management professional certification.
- Three (3) years management-level experience in human resources, preferably in the public sector.

- Demonstrated ability to gain the cooperation of and accept the ideas of others and be proficient in conflict resolution.
- Ability to prepare reports in a timely manner.
- Ability to handle confidential information with discretion.
- Demonstrated ability to work independently or with minimal supervision.
- Valid driver's license.

Supervisory/Management Responsibilities

Hire, train and supervise assigned staff within department of responsibility.

Interaction

Frequent interaction with library employees, agencies, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, UAN, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift up to 35 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 20%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.