

**BASALT REGIONAL LIBRARY
JOB DESCRIPTION**

Job Title	Human Resources Manager	Salary/Wage	\$27 per hour
Reports To	Executive Director	Status	Full Time, Hourly, Non-Exempt
Department	Human Resources	Hours	32 hours per week, may require evenings and weekends

General Description

The Human Resources (HR) Manager is responsible for the day-to-day operations of Human Resources functions within the library. This position processes and submits payroll including retirement contributions using an outsourced software and company.

The HR Manager is responsible for managing the employee lifecycle from job posting to offboarding. This position manages employee benefit programs including annual open enrollment.

The HR Manager serves on the library’s Management Team, supporting the work of the Executive Director by thinking strategically and providing input on projects and initiatives as it relates to Human Resources functions. This position is responsible for managing the department budget, and assists with development of same.

This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

- Processes payroll ensuring timecard and time off requests are approved, hours are correct, and supervisor approvals are completed; documents changes made to timecards or time off balances; calculates payouts for paid days off; ensures allocation of holiday time is entered correctly; documents and enters classification and pay changes; answers questions related to timecards and time off
- Manages the library’s recruitment and selection processes; posts job postings, accepts and screens employment applications, recommends candidates for interviews, schedules interviews and coordinates interview panels, compiles interview scores, and generates eligible hire lists; conducts pre-employment reference and background checks; adheres to employment laws regarding recruitment and selection of library personnel
- Oversees onboarding of new hires including collecting and processing required documents, enrollment in benefit plans, and employee orientation programs; maintains complete and legally compliant personnel records and files
- Oversees offboarding of exiting employees including collecting and processing required documents, completing exit interviews, and preparing relevant information from benefit providers
- Administers employee benefit programs including insurances, paid leaves, retirement, Social Security, and Family and Medical Leave Act (FMLA) requests; communicates

with benefit brokers regarding benefit products and insurance premiums; researches and recommends changes to benefits offerings; leads and coordinates annual employee benefits renewal and open enrollment activities; responds to employee inquiries

- Manages employee leave of absence requests, as well as Workers' Compensation and unemployment insurance claims
- Stays informed of legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department and communicates same to Executive Director
- Manages and participates in the development and administration of the department's budget
- Assists the Executive Director in forecasting additional funds needed for staffing
- Under the direction of the Executive Director, develops and updates human resources policies and procedures and employee handbooks; provides human resources counseling and advice to management
- Communicates both positive and negative matters related to the Executive Director with the Board of Trustees in a transparent and timely fashion.
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge of:

- Payroll processing
- Benefit enrollment and administration
- Employment law, organizational planning, organization development, employee relations, safety, and training and development.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation, job analysis and classification, compensation, and benefit analysis and administration.
- Technical, legal, financial, and public relations issues associated with the management of human resources and employee relations programs.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for assigned programs.
- Prepare and administer department budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, regulations, policies, procedures, and standards relevant to work performed.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Assess employee engagement and promote employee engagement.
- Collaborate with the Executive Director, direct reports, and various internal and external stakeholders effectively and positively.
- Pivot and change course as needed due to changes in budget, community needs, local or state law, or other emerging factors.
- Initiate, manage, and successfully complete complex projects and work plans on time and within budget.
- Keep abreast of human resources best practices and stay current with federal and state employment laws; monitor and respond to trends in HR technologies, employee benefits, performance management, volunteer utilization and opportunities, and staff training and development.
- Effectively administer employee benefits, compensation, and other Human Resources programs.
- Embrace new ideas, new technologies, and new work practices
- Learn, use, and teach others to use payroll software, applicant tracking systems, and Human Resources Information Systems
- Act confidentially with respect to personnel privacy and high-level financial transactions on behalf of the Library
- Identify stakeholders when planning work and clearly communicate the project plan, including possible impacts to staff, patrons, or other stakeholders
- Develop feasible, realistic solutions to problems; initiate actions designed to prevent problems from occurring; refer problems to Executive Director
- Participate in appropriate library skills learning experiences and continuing education opportunities as they arise
- Prepare clear and concise reports, correspondence, and other written materials
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Must possess excellent customer service skills and be a self-starter.
- Learn library operating systems, office equipment, and other technologies.
- Provide efficient and courteous patron service to a diverse patron population.
- Handle patron complaints and to resolve difficult situations.
- Learn and become proficient in the skills, functions, and technologies required to perform job duties.

Education and Experience

- A Bachelor’s degree is required
- A minimum 2 years’ experience in Human Resources is required
- A minimum 2 years’ library experience is preferred
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.