

**JOB DESCRIPTION**  
**ANDERSON PUBLIC LIBRARY**

**Job Title:** Human Resources Manager, Full-time  
**Department:** Administration, Main Library  
**Job Grade:** 328/Exempt/Salaried  
**Reports to:** Library Director  
**Revised:** March 2022

**Job Summary:** Responsible for system-wide personnel functions that include employee recruitment and hiring, and orienting employees, performance appraisals, disciplinary action, compliance with state/federal employment laws, employee compensation, benefits and other employment matters. Provides library orientation to new employees, customer service training, and other training to meet staff and library needs.

**Job Education and Experience:**

1. Bachelor's degree and/or certification in human resources
2. Three years human resources work experience, including payroll and benefits
3. Work experience developing and presenting group training
4. Work experience using automated time-keeping and payroll system
5. Management and supervisory work experience

**Job Knowledge, Skills, and Abilities:**

1. Extensive knowledge of personnel management, employee compensation and benefit administration
2. Extensive knowledge of federal and state employment laws, wage and hour laws, and subsequent legal compliance; with broad knowledge of personnel issues, trends, and acceptable employment practices
3. Excellent English oral and written communication skills, with presentation skills
3. Excellent interpersonal skills, with proven ability to serve the public with friendliness, tact, and diplomacy
4. Proven management and leadership skills
5. Proficiency using personal computer system and e-mail, Internet, Microsoft Office programs, and other computer applications relevant to job duties; familiarity with automated Human Resources and timekeeping and payroll system
6. Excellent planning, organizational, and problem-solving skills
7. Ability to develop and conduct effective training for all levels of staff, one-on-one or in groups
8. Ability to delegate work effectively, set own work priorities, work well under pressure, and meet deadlines
9. Ability to establish and maintain effective working relationships with staff, customers, Library Board, and legal counsel
10. Ability to maintain confidentiality of employee records and other sensitive information
11. Ability to perform detailed recordkeeping and clerical functions with accuracy
12. Satisfactory criminal history background check

### 13. Flexibility to work varied schedule, as needed

#### **Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to work near equipment with moving mechanical parts, such as paper shredders and book carts. The noise level in the work environment is usually moderate.

#### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Specific vision requirements for this position include close vision and ability to adjust focus. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) sit, talk, and hear. Occasionally (less than 1/3 of work time), the employee must: stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.

#### **Equipment Used:**

1. Personal computer system with peripherals and printer
2. Laptop computer
3. Multi-line phone system
4. Copier
5. Flatbed scanner
6. Shredder
7. Weather radio
8. Two-way radio
9. Calculator
10. Postage machine

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

**Essential Job Duties:**

1. Administers all functions, services, and procedures of Human Resources that include system-wide staffing and volunteers, employee personnel records, and employment policies, employee payroll and benefits
2. Maintain confidentiality of employee records and other sensitive information
3. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
4. Oversees system-wide employee payroll and benefits compensation in keeping with current wage and hour laws: uses automated timekeeping and payroll systems to ensure accurate bi-weekly payroll and benefit functions
5. Maintains current employee records, including tax-withholding, I-9, insurance, and other documentation relevant to employee compensation, maintains confidential and up-to-date personnel records of library employees
6. Handles job recruitment process that includes advertising jobs, selecting applicants for interviews in collaboration with department managers, arranging and conducting interviews, checking references, completing hiring paperwork, and writing follow-up letters
7. Handles volunteer applications and placement, including request to perform short-term community service
8. Plans and conducts library orientation and facility tours for new staff to help acclimate them to library workplace and culture. Plans and conducts in-depth customer service sessions for staff at least quarterly and provides other information support sessions for managers and general staff, as needed
9. Maintains up-to-date job application, personnel, and medical files; weeds them within established legal retention schedules
10. Updates and maintains all employee job descriptions in collaboration with managers; reviews job description with manager prior to applicant recruitment
11. Collaborates with Administration and legal counsel in creating and implementing legally compliant employment policies and practices. Updates print and on-line copies of Employee Handbook and ensures timely distribution to all employees
12. Creates performance appraisal forms in collaboration with library management and provides staff training on appraisal process. Records completed appraisals and insures pay increases are awarded in timely manner
13. Oversees documentation process for leaves of absences, employment and disciplinary actions, unemployment claims, legal charges, and other personnel matters. Collaborates with managers in appropriate handling of employee performance issues
14. Serves as library representative to employment attorneys and unemployment administrative law judges; includes hearings and other court proceedings. Recognizes appropriate need to seek legal counsel in handling personnel actions, with the Director's approval. Provides positive image of library
15. Tracks employee turnover on annual basis
16. Conducts regular department meetings and collaborates with staff to set objectives; monitors workload of staff and completions of tasks
17. Compiles monthly personnel reports for the Director and for Library Board packets prior to Board meetings
18. Maintains safe, neat, and well-organized environment of Human Resources Office; responsible for maintenance of and expenditures for departmental equipment and supplies
19. Serves on library management team and shares leadership of monthly managers meeting; collaborates with library administration in developing and implementing polices and procedures

- 20. Responsible for complying with Employee Handbook, policies, and procedures
- 21. Regularly meets with Director to keep administration informed of HR Office activities and exchange information
- 22. Attends conferences, workshops, and training relevant to professional development and responsibilities
- 23. Performs reasonably related tasks and special projects assigned by library administration

**Other Duties:**

- 24. Serves on library work committees
- 25. May participate in library programming activities

I certify that I have read and understand the job description for my position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_