



Bexley
Public Library

Bexley Public Library

2411 E. Main St.

Bexley, OH 43209

614-231-9709

EMPLOYMENT OPPORTUNITY

Position Title: Human Resource Generalist

Date of Posting: 6/17/15

Applications Due: Applications received before June 29, 2015 will receive priority; open until filled

Schedule: 20 Hours/Week

- 9-1 Monday-Friday
- Must be able to work a flexible schedule, occasionally

Rate of Pay: Starts at \$22.50/hour, commensurate with experience

Benefits: Include sick and vacation leave and membership in the Ohio Public Employees Retirement System

About the Library:

Bexley Public Library is a public employer in Bexley, Ohio with a staff of 43 full- and part- time employees. The mission of Bexley Public Library is to enlighten, engage, and inspire a community of lifelong learners. BPL is committed to providing exceptional library service in a dynamic and collaborative work environment.

Description Summary:

The Human Resource Generalist ensures compliance with employment law and coordinates HR-related duties such as benefits administration, performance management, recruitment/ employment, and employee onboarding. The position is also responsible for payroll processing under the direction of the Fiscal Officer. The successful candidate will possess outstanding interpersonal and communication skills, attention to detail, a demonstrated knowledge of human resources principles, theories, and concepts, and an excellent command of Ohio and Federal employment law and trends. Applicants should be able to organize work to handle multiple priorities and meet established deadlines, as well as the ability to coach, train, and mentor staff development.

A complete position description can be found on the library's website:

www.bexleylibrary.org/employment

Required Qualifications:

1. Bachelor's Degree in human resource management or related field with a minimum of two years human resource management experience; OR a Master's Degree in human resource management or related field and one year of human resource management experience; OR an equivalent combination of knowledge, skills, and experience

Preferred Qualifications:

1. Experience in the public sector is strongly preferred
2. Payroll preparation experience

TO APPLY: You must complete an Application for Employment, which can be found online at www.bexleylibrary.org/employment. Email the completed application along with a copy of your cover letter, resume, and contact information for three professional references to: employment@bexleylibrary.org.