

Bexley Public Library  
Position Description

Position Title:	HUMAN RESOURCES GENERALIST
FLSA Status:	Non-Exempt
Reports to:	Fiscal Officer & Library Director (Dual Report)
Department:	Administration
Salary Range:	
Last Revision:	

**PURPOSE OF WORK:**

Under direction from the Library Director and Fiscal Officer, this position 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.

**ESSENTIAL POSITION FUNCTIONS:**

1. Participates in the establishment and administration of personnel policies, procedures, services and benefits under the direction of the Director and Fiscal Officer; advises Director and Fiscal Officer on personnel and human resource issues; ensures that the Library complies with applicable employment laws
2. Under direction from the Library Director and Fiscal Officer, coordinates and administers the library's compensation and benefits program including: leaves of absence and all paid leave, health benefits, Ohio Deferred Compensation, Ohio Public Employees Retirement, COBRA, Ohio Bureau of Workers Compensation, group rating & reporting as necessary, and serves as contact person for MCO for workers compensation at the Library
3. Keeps abreast of and ensures compliance with best practices and federal and state employment laws, court decisions, and trends affecting personnel policies and procedures (FLSA, FMLA, COBRA, ADA, OSHA, etc.) and advises Library Director and Fiscal Officer.
4. Provides outstanding internal and external customer service
5. Updates and maintains Personnel Policy Manual by monitoring and reviewing best practices; reviews, recommends personnel policy and procedures changes; interprets personnel policies and disseminates revisions to employees; updates and maintains employee job descriptions
6. Maintains personnel files including records for attendance, benefits, and medical records for current and former employees; maintains files necessary for legal compliance
7. Assists with employee performance review program & provides support to all supervisors with implementation; as directed by the Library Director, coordinates and conducts formal discipline and grievance procedures
8. Assists with organizational development initiatives including: reviewing and recommending organizational changes, succession planning, team building and change management

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9. Coordinates recruitment and selection process of library staff by advertising job openings, collecting and evaluating employment applications, conducting reference checks, interviewing applicants and making recommendations for hiring; oversees new-hire paperwork and enrollment in benefits; conducts exit interviews with separated employees
10. In collaboration with library management team, develops and coordinates new employee orientation programs; researches and coordinates outside training sources and conducts internal training programs including core training and supervisory skills training programs
11. Under direction from the Library Director, coaches, trains and mentors supervisors on dealing with staff performance issues; resolves and directs staff member disputes and differences of opinion as needed
12. Coordinates system-wide recognition programs in collaboration with library staff
13. Maintains documentation pertaining to work-related injuries and illnesses as well as maintains file of patron injury reports.
14. Serves as payroll back-up for Fiscal Officer; serves as the prevailing wage coordinator, and is responsible for processing and maintains payroll and benefit leave time records in accordance with library policies and state and federal law; compiles, maintains, and inputs data into the payroll, time, and attendance applications.
15. Performs duties in a timely, accurate, and quality fashion; applies professional, ethical, and analytical problem-solving and consensus-building skills to decisions; ensures adequate and accurate communication of human resource projects
16. Demonstrates a positive attitude and supports library goals and objectives; models and reinforces excellent customer service skills
17. Responds to questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
18. Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations.
19. Other duties as assigned

**REQUIRED QUALIFICATIONS:**

1. Bachelor's Degree in human resource management or related field with a minimum 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
2. Thorough knowledge of Human Resources principles, theories, and concepts, as well as excellent command of Ohio and Federal employment law and trends.
3. High level of comfort with computers including Microsoft Office software.
4. High ethical standards and confidentiality with personnel information.
5. Excellent administrative skills, including attention to detail and the ability to monitor, evaluate, and provide continuous feedback
6. Ability to plan and organize work to handle multiple priorities and meet established deadlines.
7. Ability to coach, train, and mentor staff development.

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8. Strong written, verbal, and interpersonal skills.
9. Must be able to process payroll and serve as back-up to Finance Office staff on routine matters.
10. Strong leadership skills, including: the ability to serve as a role model, demonstrate sound judgment, resolve problems and conflicts equitably, and maintain a productive and positive team environment
11. Ability to define problems, collect data, establish facts and draw valid conclusions

**PREFERRED QUALIFICATIONS:**

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

**PHYSICAL DEMANDS**

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Travel by automobile, occasionally

**WORKING CONDITIONS**

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

Requires periodic participation and attendance at events and trainings

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_