



Bexley
Public Library

Bexley Public Library
2411 E. Main St.
Bexley, OH 43209
614-231-9709

EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Generalist
Date of Posting: 1/15/2019
Applications Due: Open until filled.
Designated Hours: 24 hours/week
Rate of Pay: \$22.83/hour

Schedule: 3-4 days a week (Days: specific hours flexible)

About the Library:

Bexley Public Library is an award-winning library that prides itself on being the heart of our community. We have an enthusiastic team of employees who are passionate about our mission to enlighten, engage, and inspire a community of lifelong learners. Together we accomplish our mission by providing exceptional library service in a dynamic, fun and collaborative work environment.

Description:

Bexley Public Library seeks a friendly, team-oriented, and self-directed individual for the position of part-time Human Resources Generalist. **The ideal candidate will be engaging, adaptable, dependable, and have a strong commitment to building a positive culture within the library.**

Under direction from the Library Director, this position ensures compliance with employment law and coordinates HR-related duties such as benefits administration, recruitment and employment; employee onboarding, training, development, and recognition; and cultivation of positive library culture. The position will also serve as a backup for payroll processing under the direction of the Fiscal Officer.

Required Qualifications: 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. Thorough knowledge of Human Resources principles, theories, and concepts, as well as excellent command of Ohio and Federal employment law and trends.

Preferred Qualifications: Experience in the public sector; experience in payroll preparation

TO APPLY: You must complete an **Application for Employment**, which can be found online at www.bexleylibrary.org/employment. E-mail the completed application along with a copy of your cover letter, resume, and contact information for three professional or academic references to: employment@bexleylibrary.org. Bexley Public Library is an Equal Opportunity Employer.