

**Job Posting: Human Resources Coordinator**

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| **Title:** | Human Resources Coordinator |
| **Internal Classification:** | E2 - Coordinator |
| **Primary Location:** | Main Library |
| **Hours:** | Full-time (40 hours/week) |
| **Minimum Starting Point of Salary Range:** | $41,600 |

***Posted on May 15, 2019.***

***Applications will be accepted for a minimum of 10 calendar days from the original date of posting or until filled.***

The Stark County District Library, based in Canton, Ohio, is seeking an **experienced Human Resources professional** to serve in a **generalist capacity** with some assigned focus areas.

This is one of two HR Coordinator positions in the department and, in addition to providing general HR support to the organization and its diverse staff members, the person serving in this role will be the lead team member for **recruitment** and **training & development** processes. As such, candidates should be able to demonstrate a familiarity with current recruiting strategies and methods and be comfortable planning, organizing and, as needed, presenting training programs.

Successful candidates will have previous HR experience, preferably in the focus areas noted above, and bring a **strong customer service orientation** to their work. A **high degree of professionalism and integrity**, particularly with respect to the appropriate handling of confidential and sensitive information, will be expected of the person serving in this role.

The HR Coordinator position is a full-time (40 hours/week), exempt, professional position, reporting to the Senior Director of Operations & HR. Compensation includes a competitive salary commensurate with the candidate’s qualifications and a generous benefits package.

If you want to work for a **mission-driven organization** and believe you may be a good fit for this position (detailed job description, below), please go to Stark Library website - [www.starklibrary.org](http://www.starklibrary.org) - for more information and to complete an employment application. Go to “Contact” and then “Employment” for access to our on-line application.

***About Stark Library***

*Stark Library serves over 118,707 active cardholders, annually circulating 4 million items from its 1.7 million item collection and providing access to an additional 61 million items from lending networks throughout Ohio. Each year the library presents more than 8,000 programs for 150,000 attendees and provides 200,000 computer sessions on the publicly available computers found in each branch. The system consists of ten branches, including our main library, as well as a mobile services department.*

**Position Summary**

An employee serving in this position advances the mission of the Library by administering the Library’s Human Resources programs. This position supports the organization in a general capacity along with maintaining responsibility for at least one or more specific programs (e.g., benefits, recruiting, training & development, etc.).

**Duties and Responsibilities**

1. Administers the hiring process by helping assess staffing needs, procuring and managing vendors, posting/advertising positions, collecting and evaluating applications, prescreening applicants, checking references, interviewing candidates with supervisors, and hiring successful candidates.
2. Coordinates and administers the employee orientation and on-boarding process, including both individual and system-wide initiatives.
3. Administers compensation and benefits plans. Develops communication tools to enhance understanding of the organization’s compensation programs and benefits package, including wellness. Works with vendors and third-party administrators as appropriate.
4. Assists with the maintenance of the job classification system and job descriptions.
5. Coordinates and administers the employee training and development process, including both individual and system-wide development initiatives.
6. Assists with the administration of the library’s leave and worker’s compensation programs.
7. Serves as a key contact for HRIS-related matters, including new implementations/updates and on-going maintenance and troubleshooting.
8. Coordinates the workflow and regular processing of employee data and benefits updates. Oversees maintenance of and ensures compliance with applicable policies and laws regarding employee paper and electronic files.
9. Assists with the administration of performance management processes.
10. Administers other programs, as needed, and advises the Human Resources Director on current Human Resource issues.
11. Assists the Human Resources Director in establishing personnel budgets including salaries and benefits, and oversees the Library’s conference, training, staff appreciation and HR Department budgets.
12. Counsels employees regarding career development, transfers, promotions and retirement. Confers with Library management staff and meets with other Library employees on a wide range of Human Resources issues. Escalates issues to the Human Resources Director as appropriate.
13. Assists with the development and administration of personnel policies and procedures and employee handbooks, advises supervisors regarding personnel policies and procedures, and provides support ensuring compliance with employment laws, court decisions, and trends affecting personnel policies and procedures, such as FLSA, FMLA, and ADA.
14. Provides support to labor relations efforts such as compiling information and data to assist with labor relations, contract negotiations, and other matters related to labor relations.
15. Participates in various committees that foster Library employee relations and where appropriate plays a role as a key leader on these committees.
16. Other duties as required.

**Core Competencies**

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| 1. Adaptability 2. Communication 3. Customer Service 4. Dependability 5. Ethics & Integrity | 1. Initiative 2. Job Knowledge 3. Quality of Work 4. Teamwork |

**Technical / Functional Skills**

1. Proven understanding of general human resources policies and procedures is required.
2. Strong knowledge of employment/labor laws is required.
3. Excellent communication and people skills are required.
4. Ability to problem-solve and develop sustainable solutions is preferred.
5. Strong appreciation for and ability to maintain confidentiality in all matters is required.
6. Proficiency in MS Office [Outlook, Excel, Word] or similar software is required. Relevant business management systems such as general ledger, HRIS [ADP], CRM, etc. is preferred.

**Education and Experience**

* Education: High School diploma or GED equivalency is required. Bachelor’s degree is preferred.
* Certifications or licensure: HR Certification [PHR, SHRM-CP, CEBS, CCP, etc.] is preferred. Ohio drivers’ license and ability to maintain a driving record that is satisfactory to the Library’s liability insurance carrier is required.
* Years of relevant experience: 5 to 7 years is preferred.
* Previous experience in Human Resources is required.
* Experience in public library or public-sector organizations is preferred.
* Experience working in a union environment is preferred.
* Experience working with all levels within an organization is required.
* Years of experience supervising: None.

**Working conditions and physical requirements**

* The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
* The noise level in the work environment is usually quiet to moderate.
* This position is performed in an office setting although some off-site meetings in various settings occur.
* Work is generally completed on weekdays and during traditional office hours (e.g., 8am-5pm). There will be the occasional need to attend meetings or events and/or respond to critical situations outside of this schedule, including before or after normal Library days and hours of operation.
* Employees must be able to lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].
* Employees must be able to remain in a seated position for extended periods of time while performing a variety of tasks.
* Employees must be able to perform repetitive hand, arm, and body movements, including typing and/or lifting books, on a continuous basis.
* Some travel by personal automobile and a valid State of Ohio driver’s license along with the ability to maintain a driving record that is satisfactory to the Library’s liability insurance carrier is required. Occasional overnight travel may also be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.