



We love Canadian geese, *Cool Runnings*, and pyramids. Why? They're all examples of what can happen when you successfully assemble a dynamite team. If you're interested in joining a dynamic group of community-oriented professionals, we'd love to work with you!

The North Canton Public Library is seeking a proactive, team-oriented, and flexible professional to provide both leadership and support to the library's management team in Human Resources and in the Fiscal Office. The successful candidate will be passionate about recruiting, supporting, and developing employees through our library's guidelines and managing processes to ensure we are one team delivering a seamless and memorable patron experience to our community of library users. The Human Resources Specialist will work closely with the Director, Fiscal Officer, and management team to manage the human resources program for a staff of approximately 45 and will also play a supporting role in the Fiscal Office for a public library with a budget of \$3,000,000.

The North Canton Public Library has been an important part of its community since its founding in 1926, and we're delighted to combine traditional library services with ones that are both inclusive and cutting-edge. What do we offer? Lots of fun and fellowship, plus a supportive work culture that includes many professional development opportunities. We prioritize aligning our actions with our library's mission, vision, and values. Join us as we work together to be the library our patrons deserve!

Job Title: Human Resources Specialist; also serves as Library's Deputy Fiscal Officer

Hours: Full-time: 40 hours/week, occasional evening and weekend hours

Salary Range: \$43,000 to \$48,000 per year plus generous benefits package; salary range commensurate with candidate's qualifications and experience

Qualifications: Bachelor's degree, Human Resources experience, SHRM certification preferred. Must qualify to be bonded.

In This Role, You Will:

- Work in coordination with the Director, Fiscal Officer, and management team to accomplish the following:
 - Develop onboarding and retention strategies
 - Maintain relationship with the library's union and ensure the library's compliance with all provisions of the negotiated labor agreement
 - Participate in the selection, hiring, training, supervision, evaluation, and dismissal of library personnel through an effective human resource program
 - Work with management to assure a high-quality performance evaluation program
 - Prepare new employee orientation materials and conduct employee onboarding
 - Develop employee training and workforce development programs
 - Develop, distribute, and maintain complete records of policies, procedures, employee handbook, and job descriptions
 - Oversee employee benefits administration
 - Ensure library's compliance with EEO, ADA, OSHA, FMLA, and other labor laws and requirements
 - Handle Workers Compensation claims, reporting and training as needed

- Maintain personnel, payroll, and benefits files and information
- Assist the Fiscal Officer in the following business office functions:
 - Payroll processing
 - Purchasing and accounts payable
 - Receive, deposit and account for library funds
 - Take minutes for Board of Trustees and other meetings
 - Stay current on the statutory requirements for the fiscal administration of the library
 - Perform mail procedures including maintenance and refilling of postal meter
 - Provides assistance during state audits
 - Make recommendations of new policies and procedures regarding accounts receivable, accounts payable, and payroll processing to Fiscal Officer
 - Serve as backup to the Fiscal Officer in their absence to assure the continued day-to-day fiscal operations of the library, reporting to the Director
 - In Fiscal Officer's absence, co-sign checks with an officer of the Board of Trustees
- Attend meetings and continuing education opportunities as required
- Perform other duties as assigned by Fiscal Officer and Director

You Will Need to Have Experience with:

Human resources, payroll, purchasing, budgeting and financial transactions (governmental accounting experience a plus); software programs, especially accounting systems, spreadsheets, and word processing; maintaining discretion and confidentiality; professional, businesslike behavior and appearance. Must have ability to work independently, and to organize, prioritize, and complete assigned tasks; attention to detail and accuracy; ability to multi-task, work effectively under pressure, and with frequent interruptions and distractions.

[View the full position description.](#)

Applications will be accepted until the position is filled. Please submit a letter of interest, resume including three reference contacts, and a completed [job application](#) to Kelly Boggs, Fiscal Officer: kboggs@northcantonlibrary.org

The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. Additional related duties may be assigned.