

HUMAN RESOURCES DIRECTOR MEDINA LIBRARY

Medina County District Library seeks a full-time, experienced Human Resources (HR) Director to oversee all functions of human resources for our county district public library system with six locations, a staff of 180, and an operating budget of \$11 million. The HR Director leads a team of four HR professionals in support of the vision statement to provide the best work environment for job satisfaction and career development, assisting the library administrative team with planning, monitoring, and evaluating the library's goals, needs, services, and programs.

The HR Director manages functions including compensation and benefits administration, labor relations, HR policy and procedure development, talent acquisition, and employee learning and development. They ensure the library's compliance with employment and labor laws, and regulations. The HR Director serves as the liaison to the bargaining unit and is the lead contract negotiator.

Candidates must possess Bachelor's degree in HR or related field and a minimum of three (3) years human resources experience; knowledge and experience in all aspects of HR administration, labor relations, benefit and wage administration; excellent communication skills; ability to resolve conflicts; and ability to become an integral member of the administration team. Possession of PHR, SHRM-CP, SPHR or SHRM-SCP certification preferred. Experience in public sector organizations preferred. Experience in a union environment is preferred. An equivalent combination of education, training, and experience may be considered.

SALARY:	\$56,745 to \$85,215 per year, commensurate with experience and qualifications
BENEFITS:	22 vacation days, personal days, sick time, holidays, and group health benefits; Public Employees Retirement System
HOURS:	Full-time (exempt); generally 37.5 hours per week
HOW TO APPLY:	External applicants: www.mcdl.employment Internal applicants: via ADP account
DEADLINE:	Open until filled. Initial review of applicants starts June 17, 2024. Cover letter submission is required.

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

5/30/2024