

Troy-Miami County Public Library is seeking a full-time **Human Resources Manager** to join the Executive Administration team. The ideal candidate will be skilled at building a collaborative workplace climate and ensuring organizational compliance.

Salary range is \$43,680-\$58,240. In addition, we pay 8.5% of *your* 10% OPERS contribution and provide health insurance, life insurance, paid holidays, vacation, and sick leave benefits.

An application and full job description can be found at: <https://www.tmcpl.org/content/library-job-opportunities-1>.

This position will remain open until filled. Please email a cover letter and resume to rvia@tmcpl.org.

Responsibilities include:

- Supports the overall mission as well as Board and administrative priorities and policies of the library. Performs administrative duties in a timely, accurate, and quality fashion; serving as a team leader, with a library-wide perspective; and using objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting all staff.
- Assists the Director with organizational development initiatives including: Reviewing and recommending organizational changes, succession planning, team building and change management. Updates and maintains employee job description program.
- Ensure that Equity, Diversity and Inclusion is embedded in HR processes, to cultivate a diverse workforce and inclusive organizational culture that is non-discriminatory. This includes, but is not limited to, recruitment, hiring, retention, advancement and promotion, staff development and employee relations.
- 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.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains personnel files.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Updates and maintains Personnel Manual by monitoring and reviewing internal and external developments. Reviews, recommends and implements personnel policies and procedures changes.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.

- Develops and directs new employee orientation programs. Researches and coordinates outside training sources and conducts internal training programs including core training and supervisory skills training programs.
- Keeps abreast of and ensures compliance with federal and state employment laws, court decisions, and trends affecting personnel policies and procedures (FLSA, FMLA, COBRA, ADA, EEO, etc.). Maintains information and files necessary for compliance.
- Responsible for internal communication initiatives to maintain open communication lines among departments and individual staff members. Develops and implements internal communications programs. Resolves and directs staff member disputes and differences of opinion.
- Coordinates and administers the employee performance review program, assisting all supervisors with implementation. Coordinates and conducts formal discipline and grievance procedures in conjunction with the Director. Assists supervisors with determining appropriate disciplinary action. Assists and consults with legal counsel as needed.
- Coaches, trains and mentors supervisors on dealing with staff performance issues.
- Ensures adequate and accurate communication of human resource projects and priorities within the library. Encourages enthusiasm and facilitates input and innovation from all staff. Performs miscellaneous related additional duties as needed by the library and assigned by the Director.

Qualifications

Bachelor's Degree in Human Resources or related field. Minimum 2 years human resource management experience, preferably in the public sector.

Knowledge/Skills

Knowledge of Human Resources principles, theories, and concepts, as well as command of Ohio and federal employment law and trends.

High level of comfort with computers including Microsoft Office software.

High ethical standards and confidentiality with personnel information.

Excellent administrative skills, including the ability to monitor, evaluate, and provide continuous feedback.

Ability to coach, train, and mentor staff development.

Strong written, verbal, customer service and interpersonal skills.