

EAST CLEVELAND PUBLIC LIBRARY

JOB DESCRIPTION

Job Title:	HUMAN RESOURCES MANAGER	FLSA Status:	EXEMPT
Reports To:	EXECUTIVE DIRECTOR	Grade:	35
Department:	ADMINISTRATIVE OFFICE	Last Revision:	2/02/2016
Approved By:			

PURPOSE

Under general direction, coordinates the human resources function for the Library including, employee relations, staff recruitment, EEO issues, personnel policies and procedures, disciplinary issues. Serves as library's contact with the Bureau of Workers Compensation and the Ohio Department of Job and Family Services.

REQUIRED KNOWLEDGE OF:

1. The principals, practices and methods of modern human resources functions;
2. State and federal employment rules and regulations;
3. Assures Library's compliance with all legal and regulatory requirements such as worker's compensation, FMLA, COBRA, etc.; keeps current on issues related to these requirements;
4. Interviewing techniques and employee selection methods;
5. Ensures compliance with OSHA and other safety rules;
6. Oral and written communications skills; excellent reading and comprehension of English language;
7. Strong interpersonal skills and organizational skills;
8. Excellent computer/word processing /internet/e-mail skills;

QUALIFICAITONS

Bachelor's degree with a minimum of three (3) years personnel management experience, one (1) year of which must be at the administrative level, with progressive levels of responsibility or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS

1. Ability to interpret East Cleveland Library's policies and procedures within six (6) months of hiring*;
2. Plan and organize work to handle multiple priorities and meet deadlines;
3. Be productive in an environment which can sometimes be high-stress/high pressure;
4. Handle private and sensitive information with the utmost tact and confidentiality;
5. Have effective working relationships with employees and the general public, exercising tact and courtesy at all times;

6. Exercise sound judgment; express opinions and recommendations frankly and respectfully;
7. Coordinates employee recruitment process by initiating steps to fill staff vacancies;
8. Advertises vacancies, screens incoming applications, participates in interviewing of selected candidates;
9. Handles reference and background checks;
10. Assists supervisors in selecting best qualified applicant for recommendation to the Director;
11. Submits properly qualified applicants for approval;
12. Conducts initial employee orientation interview and handles required follow-up paperwork;
13. Handles required employee exit paperwork;
14. Prepares revisions of Staff Personnel Manual under the supervision of the Director;
15. Counsels/instructs staff on general questions about pay rates and classifications;
16. Mediates and manages conflict solutions for staff;
17. Performs other duties as assigned by the Director;

May be acquired after hire

WORKING CONDITIONS

Demonstrate physical strength to lift, shift or transport books and other materials.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The East Cleveland Public Library. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.