

TITLE: Human Resources Manager

DEPARTMENT: Administration

REPORTS TO: Executive Director

FULL TIME

HOURS: 37.5 Hours Per Week

SALARY RANGE: \$65,000 – \$75,000

EMPLOYER: Waukegan Public Library

Objective:

Serves as Human Resources Manager of the Waukegan Public Library, acting on behalf of and in support of library staff and management.

Essential Functions:

- Human Resources Generalist duties for a staff of 50+ full time and part time employees.
- Conduct recruitment, onboarding, and retention processes.
- Manage Employee Relations and expectations
- Reviews and manages compensation
- Organizational design/development
- Conducts staff training and development for diverse workforce
- Oversees compliance and risk management
- Complies with library values, mission, and vision
- Attends Board Meetings
- Lead and participate in internal and external library committees
- Assists with budget process as needed
- Participate in library functions and serve as an advocate for the library by good public relations
- Administers benefits
 - Experienced in working with labor organizations
- Provides payroll backup
- Other duties as assigned

Knowledge, Skills, and Abilities

- Ability to communicate and motivate others
- Excellent written and verbal skills
- Ability to maintain confidentiality
- Ability to be resilient and respond appropriately in difficult situations
- Ability to treat others with dignity and respect.
- Ability to be open to change and be influential in communications of the change to the staff

- Ability to identify, analyze and resolve problems. Generate and evaluate alternative solutions and makes recommendations.
- Ability to inspire and foster a team commitment by facilitating cooperation with team members to accomplish Library goals
- Ability to anticipate and meet the needs of internal and external customers of the library
- Ability to hold self and others accountable to high quality, timely and cost-effective results
- Ability to accept responsibility for mistakes and complies with established policies, processes, and procedures
- Ability to make well informed effective and timely decisions even when the solution results in unpleasant consequences. Perceives the impact and implications of the decisions
- Ability to ensure employees are appropriately selected and takes timely action to address performance issues
- Ability to foster an inclusive workplace where diversity is valued, and differences are accepted to achieve the mission of the library
- Ability to manage and resolve conflict in a constructive manner
- Ability to collaborate across departmental boundaries to build strategic relations to achieve common goals
- Proficiency with MS Office

Minimum Qualifications:

Education:

- 5 years or more in Human Resources Generalist/Management Experience
- Bachelor's degree preferred

Working Conditions:

Office Setting

Occasional Work on Weekends and offsite

Please send resumes to hr@waukeganpl.info.

No phone inquiries please.