

**Montgomery County-Norristown Public Library
Position Description**

Position Title:	Human Resources Administrator
Classification:	Specialist
Department:	Administration
Supervisor:	Executive Director
Number of Employees Directly Supervised:	0
Primary Work Location	Norristown, PA
Fair Labor Standards Act Status:	Exempt
Hours:	Full-Time, 37.0 hours/week
Schedule:	Days, Occasional Evenings and Weekends

Statement of Responsibilities

In support of our library's principles, values, vision and mission, it is the mission of human resources to support the total operation in meeting its goals through its most valuable resource—its PEOPLE.

General Responsibilities and Examples of Work

General:

- Maintains accurate records of active job openings and received applications; manages internal and external job postings.
- Reviews applications for entry-level and non-exempt positions; schedules preliminary interviews.
- Performs administrative and recordkeeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leaves of absence.
- Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Plans and supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
- Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.
- Maintains legally required postings and notices.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure and certifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Acts as the designated Risk Control Coordinator
- Coordinates FMLA, Worker's Compensation, and Unemployment claims.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

- Carry out job functions without posing a health or safety threat to self or others.
- Performs other duties as assigned.

Staff Training:

- Creates and presents training for Department Heads on relevant topics, to include Best Practices for all aspects of the Employee Life Cycle.
- Creates or Identifies training for all staff.
- Maintain records of training sessions delivered and an archive of training documents.

Confidentiality:

- All matters involving personnel, library finances, budget, vendors, legal positions, funding, and related issues are deemed confidential and may not be disclosed to anyone or any group without approval of the Executive Director.

Professional Representation:

- Attend department head meetings. Serve on MC-NPL committees, working groups, and task forces.

Qualifications for Employment

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.
- PHR or SHRM-CP preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Maintain valid driver's license and have a registered and insured vehicle to travel between work locations in Montgomery County.

Potential employment is contingent upon prior submission to employer the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for 2 hours at a time
- *Able to sit for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and public
- *Able to see, understand and create written material

January 12, 2022