

# Human Resources Director

JOB TITLE: Human Resources Director

FLSA STATUS: Exempt

GRADE: 46

DEPARTMENT: Human Resources

APPROVED DATE: 04/2008

REVISED DATE: 03/2022, 6/2023

## Job Summary

As a member of the Library District's Leadership Team, this position serves as the Chief Human Resources Officer and provides oversight for the overall human resources and information governance for the Library District. The Human Resources Director works closely with the Executive Director in the administration and operation of the District.

## We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Work closely with the Executive Director and Leadership Team to establish human resources policy.
3. Lead the Human Resources and Information Governance teams who are responsible for the development, review, and implementation of initiatives to achieve services consistent with the

Library District's vision, mission, values, and goals and embed the principles of equity, access, and inclusion.

4. Participate as a member of the Library District's Leadership team by providing broad thinking as it pertains to library service and operation.
5. Provide strong and creative leadership and vision and oversee the administration of:
  - a) leave programs and policies including family and medical leave (FMLA), military, Workers' Compensation, other leaves offered, and sick leave donation program.
  - b) recruiting and selection process to meet the human resource needs of the organization. Advise managers with regard to staffing and selection; may participate in the selection process; prepares periodic employment reports.
  - c) the information governance program, which includes the development, implementation, administration, and maintenance of systems for controlling use, maintenance, protections, and disposition of all records.
  - d) Assure compliance of Sno-Isle Libraries Performance and Development Process.
  - e) Collective bargaining and labor relations.
6. Manage and direct the selection, implementation, and administration of an effective Human Resources Information System and other record keeping systems to assure compliance with legal requirements and access to information required for making management decisions.
7. Advise managers and staff in matters affecting employee relations such as performance management or corrective action; where necessary, serve as third-party mediator in disagreements among employees or between employee and supervisor; administer the Peer Review Dispute Resolution Program; develop and administer performance planning and review procedures.
8. Build a strong relationship with legal representation and manage the contract.
9. Ensure compliance with federal and state laws governing benefits and compensation, including reporting, document development and amendment, retention and communication.

### **Additional Duties and Responsibilities**

1. Assist with special initiatives as required.
2. Attend meetings, trainings, and workshops to support learning and development.
3. Represent the District at local, regional, and national meetings and conferences.

4. Train new staff as needed.
5. Perform other duties as assigned.

## **Supervision**

The position reports to the Executive Director. The position directly supervises professional level support staff in performing the human resources and information governance functions.

## **Knowledge, Skills, and Abilities**

1. Thorough knowledge of human resource management programs, policies, systems and procedures; compensation and benefits; federal, state and local employment laws and regulations, administration of human resource information systems; and principles of training.
2. Knowledge of information governance rules and regulations.
3. Knowledge and demonstrated commitment to the application of the principles of equity, diversity, and inclusion.
4. Knowledge of collective bargaining and labor relations.
5. Ability to write comprehensive policies, materials and reports.
6. Ability to speak before a variety of groups and facilitate training.
7. Ability to work cooperatively and maintain effective interpersonal relationships with the public and co-workers.
8. Demonstrated ability to preserve and protect the strictest confidence of highly confidential and sensitive information.
9. Demonstrated ability to use computers, word processing, database and spreadsheet software as well as complex automated systems such as human resources information systems.
10. Ability to speak, write and understand English clearly and concisely.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. These skills and abilities typically are acquired through a combination of experience and training including university-level education in such fields as human resource management, public administration or a related field.

2. At least five years of professional HR experience, including supervisory experience.
3. Professional certification such as Professional in Human Resources (PHR) or Certified Employee Benefits Specialist (CEBS) is preferred.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must operate computers for extended periods of time. An incumbent may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

An incumbent may occasionally travel to the various community libraries in the District to meet with staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.