



Campbell County Public Library
Employment Opportunity Posting
Posted December 6, 2023

JOB OPPORTUNITY

JOB TITLE: Human Resources Coordinator

WORKSTATION: Cold Spring

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$22.00 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>

ABOUT THE LIBRARY

The Campbell County (KY) Public Library is a four-branch public library system serving a population of approximately 93,000 residents. We are a dynamic library system offering thousands of programs and events each year. The library supports a wide range of services that are “beyond the book” such as public computers, public wi-fi, outreach services to homebound, outreach services to schools and daycares, free online databases and a very robust collection of free e-materials. There are over 35,000 cardholders. About 350,000 people visit the library each year.

Library staff are supported with many opportunities for professional development and involvement. Staff attend regional and national conferences, enjoy many workshops and continuing education sessions provided by regional professional organizations, and strive internally to grow and sustain a technologically forward-looking work environment. Benefits for staff include health and dental insurance, retirement, 401-K opportunities, life insurance, and access to a free Employee Assistance Program provided by St. Elizabeth Hospital.



Human Resources Coordinator

REPORTS TO:	Library Director
JOB CLASSIFICATION:	7
STATUS:	Non-Exempt
REVISED:	6 December 2023
REVIEWED:	

BASIC FUNCTION:

Under the general direction of the library director, the human resources coordinator is responsible for personnel management including certification, benefits, compensation and compliance with federal and state regulations regarding employment. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment and independent action. The human resources coordinator works with both public and staff.

The library expects all employees to observe and develop our core values of: motivation, positive attitude, respect for others, strong commitment to customer service, sense of humor, integrity, honesty, tolerance and flexibility.

RESPONSIBILITIES:

- Suggest, implement and evaluate procedures for human resources in coordination with the library director.
- Process accurate and timely payroll through an automated system, ensure proper accruals of vacation/sick leave, PTO and compensatory time in compliance with applicable wage and hour laws.
- Maintain employee database and files, including medical files and I-9 documentation, in accordance with applicable laws and best practices.
- Administer the library's benefits for employees, assist the employees as a liaison to benefits providers, and assist the library director in the selection of benefits.
- Prepare and submit reports for retirement, worker's compensation and unemployment as required.
- Coordinate full cycle recruiting, orientation and onboarding process for new employees.
- Advertise and recruit personnel for open positions, assist with the interview process as necessary.
- Advise and assist managers/supervisors with personnel issues including worker's compensation, unemployment claims, performance and supervisory issues.

- Administer certification program for both staff and board members.
- Monitor performance evaluation program and suggest revisions as necessary.
- Create, in coordination with the library director, budget for salaries, benefits and morale incentives for staff along with other departmental needs.
- Create monthly reports on departmental activities for the library director and provide statistical information as needed.
- Create and maintain an ongoing wellness awareness campaign for the staff.
- Maintain an appropriate manuals of department operations (including Payroll Manual and Timesheet Manual).
- Conduct an annual review of Personnel Policies, Volunteer Policies, job descriptions, and employee compensation classifications; and make recommendations for changes to the library director.
- Lead and serve on committees as assigned by the library director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree in Human Resources or related degree.
- Minimum of 2 years professional experience.
- Professional Human Resource Certification (PHR) preferred.
- A minimum of 5 years of professional experience and relevant education/training will be considered in lieu of the above.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.
- Computer experience with payroll software as well as standard office software, including Microsoft Office products, email, and internet usage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the library and the employee. The Campbell County Public Library is an at-will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.