

CAREER OPPORTUNITIES

at the McHenry Public Library

Human Resources (HR) Generalist (37.5 hours/week)

Want to make a difference in the life and work of employees? Your opportunity awaits at the McHenry Public Library District. We are seeking an enthusiastic, organized, highly detailed person who is equally at home in dealing with staff members on an individual level as well as handling employment documents, filing, on-boarding/off-boarding, benefits management. Your work will be diverse, complex and fulfilling including being part of a Management Team of professionals with a total of 54 employees (43.5 FTE). You will work 1-1 with employees to answer HR questions, train staff/managers on various HR concepts/policies, work with the Executive Director to design and implement policies/procedures, design various HR in-house forms, help negotiate benefits and pay plans as well as research for these items, design and update job descriptions and staff policies, possibly helping in development of an LMS (Learning Management System) for staff training. You'll also work closely with the Business Manager for benefits and be trained as back-up on payroll.

You must be an open communicator, a great collaborator and team player but also be able to prioritize your individual work and meet deadlines. Supervision is limited to being the Chair of the In-Service Training Committee but you'll also work with other staff groups and committees. The ideal candidate is a people-person who can keep confidential information confidential, knows employment law and best practices, is good at being a neutral 3rd-party and who has excellent personal communication skills for 1-on-1 and group work. Previous work in a non-profit HR setting is preferred along with hiring/firing, employee mediation and training experience as well as some office background. Acceptable candidates should be familiar with MS Office/Office 365 and Google Enterprise. Prefer SHRM certification but not required.

BA/BS required; MA/MS preferred with at least 2-3 years' experience in HR. Valid driver's license and access to a vehicle are required as participation in various area library and HR groups is an integral part of the job. **Complete job description available upon request.** This is a full-time, 37.5 hours per week (Exempt) position and may include occasional evening or weekend hours. Flexible scheduling is negotiable. Full benefits package including paid health insurance, IMRF retirement and accruable leave/vacation. Starting salary is \$47,500 - \$69,500 depending upon experience and qualifications.

Essential duties and responsibilities:

- Performs the full range of HR service functions: assisting hiring/firing/counseling; policy/procedure formulation, form/job description design; employee training and presentations; benefits negotiations; working with employees on an individual basis as well as with committees; doing all HR filing, comparative data work (salaries/benefits, etc.)
- Prepares IMRF (Illinois Municipal Retirement Fund) reports and acts as authorized agent for Library (in addition to the Executive Director).
- Maintains/files all personnel records in accordance with federal and state laws and using file system employed by the Library.
- Creates new hire packets for orientation and conducts general employee orientations.
- Assists Managers in hiring/firing; on-boarding/off-boarding and discipline of employees as well as with the interview process and the performance evaluation process of existing employees.
- Assists with HR policy and procedure development including creation of job descriptions and pay/benefit plans.
- Acts as backup to Business Manager in terms of payroll processing and accounts payable.
- Works with HR Source, SHRM, RAILS and other HR and library contacts to list jobs, analyze pay plans, compare policies and procedures.
- Coordinates Staff Service Awards program and maintains Staff Service Bulletin Board.
- Works with various committees – In-Service, Sunshine and Management.
- Keeps Executive Director informed on all current HR laws and trends.
- Assists Dept. Managers in training all employees – possibly developing an LMS.

If interested, please submit a resume to jscholtz@mchenrylibrary.org for consideration by July 14, 2019.