

Yakima Valley Libraries Human Resources Assistant FLSA: Non-Exempt

Job Purpose and Summary

Responsible for technical, administrative, and human resources tasks and assignments in support of the employment function, including but not limited to recruitment and selection, tracking, and reporting. Provides customer service and specialized human resources information and assistance to staff. Coordinates travel and training functions for library staff. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general direction from assigned manager. May exercise direct supervision over technical, clerical, or volunteer staff, as assigned.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; interacts with patrons without communicating any value judgment, and verifies that patron's needs are met.
2. Uses traditional and non-traditional resources to identify and attract quality candidates such as job fairs, job boards, social media, employee referrals and community networking events.
3. Contacts applicant references and conducts Washington State Patrol background checks, initiates required paperwork and communicates with applicants verbally and in writing.
4. Generates and processes all new hire and other personnel related action forms.
5. Prepares all materials and conducts orientation for new hires and volunteers.
6. Coordinates volunteer recruitment and maintains list of active volunteers on a regular basis.

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7. Creates and generates system reports related to employment tracking and statistics.
8. As assigned, coordinates staff training, including verifying trainer, schedules, locations, sign-in sheets, and other tasks as may be necessary.
9. Assists in maintaining employee files, personal and confidential data in compliance with federal, state, and local legal and company requirements.
10. Enters and maintains monthly spreadsheet of first aid and safety reports from community libraries and departments. Follows up on any safety hazards reported. Fills requests for first aid supplies.
11. Advises regarding policy decisions pertaining to current projects and activities and the potential community relations effects of proposed policies and actions.
12. Conducts research, prepares studies and reports recommending solutions or courses of action relating to implementation of projects and programs.
13. Assists in maintaining compliance with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures.
14. Interprets policies, procedures, and administrative rules and regulations to library staff.
15. Participates in professional associations and activities; read professional journals and publications; reviews current information and trends in public library services.
16. Performs other duties as assigned.

Qualifications

1. Bachelor's degree in human resources, business, or PHR or SHRM-CP certification.
2. Two years of related library experience,
3. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

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Knowledge of:

1. State and federal employment laws pertaining to hiring practices.
2. Principles and practices of organization, administration and personnel management.
3. Principles and practices of goal setting and project management.
4. Principles and practices of intellectual freedom and the Library Bill of Rights.
5. Pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures.
6. Modern office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, and web-based searching.

Skill in:

1. Keyboard, word process or enter data at a speed and accuracy level necessary for successful job performance.
2. Interpersonal relationships and teamwork.
3. Effective written and verbal communications, including public speaking.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Stay relevant and up to date on changes in employment law.
3. Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
4. Develop and implement system wide goals, objectives, programs and plans.
5. Analyze complex problems, evaluate alternatives, and implement changes.

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6. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
7. Establish and maintain cooperative working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
9. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware and software and office machines.
11. Obtain and maintain a valid Washington driver's license.
12. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems.

Signature

Date