

Yakima Valley Libraries

Human Resources Manager

FLSA: Exempt

Job Purpose and Summary

The Human Resources Manager plans, organizes, and administers all of Yakima Valley Libraries' human resources functions. Ensures that policies, programs, and practices follow relevant federal and state laws for the Yakima Valley Libraries. Functional areas include but are not limited to staffing, staff development, total compensation, employee relations, training and communications. Contributes to the development of the Library's strategic direction; develops and executes library plans, which advance YVL's strategic goals. Cultivates a strategic, anticipatory mindset in responding to complex issues in a changing environment.

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.

Administration:

- Provides leadership and vision as well as provide extraordinary customer service experiences to internal and external stakeholders
- Develops and manages departmental budget(s) and reports
- Under general guidance from the Executive Director, develops and presents system-wide human resources policies for the review of library administration, and for the approval of the Board of Trustees
- Oversees compliance with federal, state, and local labor and employment laws and regulations, as well as compliance with library policies and procedures
- Consults with and advises managers and supervisors on all human resources and labor relations matters. Ensures system-wide compatibility, and uniform understanding and application of standards, programs, policies, procedures and functions related to human resources
- Develops and maintains a human resources information system that meets library and regulatory personnel information needs
- Develops job evaluation systems with approval of Director.
- Assists in planning and implementing staffing configurations and personnel changes system wide
- Facilitates the administration of wages, salaries, benefits, and other forms of compensation
- Administers performance reviews and compensation programs to ensure compliance and equity within YVL
- Analyzes work, prepares and maintains accurate job descriptions in consultation with managers and incumbent employees.
- Oversee employee recruitment and retention programs
- Manages, designs, and develops employee orientation program and in-service training for all staff
- Research and evaluates training methods and tools
- Advises staff members on personnel and benefits issues. Explain and interpret policies and procedures and assist employees in resolving problems
- Participate in pre-disciplinary hearings and provide advice as to the appropriate disciplinary action. Ensures system-wide consistency of disciplinary action.
- Develops and maintains liaison with Washington State agencies concerning retirement plans, medical insurance, workers compensation coverage, and unemployment insurance.
- Continuously assess and iterate procedures, policies, and training to improve services and advance initiatives

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- Member of YVL's labor relation team as well as lead for oversight, recommendations, and implementation of the collective bargaining agreement
- Maintains up to date OSHA/WISHA requirements including MSDS, Accident Prevention Program, and evacuation procedures for all facilities
- Develops work unit objectives with assigned personnel and monitors progress and adjusts work plans as appropriate.
- Conducts performance appraisals of assigned personnel
- Establishes and maintains effective lines of communication within the library system
- Conducts procedural and administrative studies and prepares reports, recommending solutions or courses of action relating to implementation of projects and programs
- Participates in professional associations and activities; reads professional journals and publications; reviews current information and trends in public sector human resources management
- Performs other duties as assigned

Libraries' Leadership

As a member of the Library's Management team, the Public Services Manager will actively engage in planning and implementing innovative services for YVL.

- Advance departmental and Libraries' goals
- Demonstrate commitment to innovation and discovery to remain relevant in supporting the review, development, and implementation of policies, procedures, and training
- Demonstrates independent judgment and discretion in a wide variety of situations
- Consults with legal counsel on personnel and labor matters
- Advocate for equity, diversity, and inclusive practices throughout YVL Libraries
- Participate in committees within YVL and the profession
- Participate in management meetings and monthly Trustee meetings and share pertinent updates with department
- Foster an environment of continual professional development, improvement, and learning

Required Qualifications

- Bachelor of Arts/Science degree in human resources, business, personnel management, or related discipline required
- Five years progressively responsible experience as a human resources professional/manager, including labor relations experience
- Five years of supervisory experience
- Professional in Human Resources or Senior Professional in Human Resources (PHR, SPHR, SHRM-CP, or SHRM-SCP) certification
- Five years' experience and proficiency in Windows Operating System and file management as well as MS Office Suite, specifically Outlook, Word, and Excel

Knowledge, Skills and Abilities:

- Current principles and practices of public sector human resources management
- State and federal law governing labor relations, employment law, and benefits administration
- Use and application of automated human resources information systems, such as Business Office Springbrook or UKG Ready software
- Knowledge of developing and implementing policies and procedures
- Ability to conduct job analysis and apply the findings to development of selection processes or position allocations

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- Ability to conduct thorough and impartial investigations
- Principles and practices of organization, administration and personnel management
- Principles and practices of goal setting and project management
- Pertinent Federal, State, and local laws, regulations, and ordinances as well as all Library System policies and procedures
- Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, and office productivity software, and other personal computer applications, emailing systems, and web-based searching
- Keyboarding, word processing or entering data at a speed and accuracy level are necessary for successful job performance
- Developing and maintaining good working relationships
- Effective written and verbal communications, including public speaking
- Gain thorough knowledge of YVL's policies, procedures and programs
- Represent YVL in a positive, responsive manner to the Library Board of Trustees, staff, public, applicants, volunteers, and supporters
- Learn and practice principles of intellectual freedom
- Develop and implement system wide goals, objectives, programs and plans
- Analyze complex problems, evaluate alternatives, and implement changes
- Establish priorities and organize workload; manage time effectively and remain on task despite interruptions
- Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time
- Keep all relevant parties informed of all major issues and recommend changes as appropriate
- Work and communicate effectively with diverse staff in numerous locations to accomplish library goals and objectives
- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Attend work on a regular and dependable basis

Supervision Received and Exercised

Receives general direction from the Public Library Services Director. Exercises direct supervision over assigned departments and volunteer staff.

Work Environment and Physical Demands

- (CONTINUOUS) seeing, talking, hearing and manual dexterity.
- (FREQUENT) sitting for long periods of time, walking, standing, grasping, keyboarding and repetitive motion of hands/wrists.
- (OCCASIONAL) kneeling, stooping, reaching, bending, crouching, twisting, and squatting.
- Requires occasional lifting, pushing, pulling, and carrying objects weighing up to 10 pounds and, occasionally, up to 25 pounds. Work is performed indoors under office-type conditions. Phone usage, reading, speaking, and listening required.
- Keyboarding and working at a computer monitor for extended periods required.
- Phone usage, reading, speaking, and listening required.

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- Interaction with library system staff, library customers, applicants, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information and resolve situations or problems.
- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Travel alone within service area may range over 120 miles in a day.
- Some early morning, evening and weekend work required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date