



The St. Charles Parish Library is seeking applicants for a **Human Resources Manager**. See job description below.

**The Area:**

The St. Charles Parish Library is a parish (county) wide public library system consisting of two regional libraries, four branches, a bookmobile and a planetarium. St. Charles Parish is a mix of small towns and rural areas adjacent to the New Orleans metropolitan area (25 minutes from downtown New Orleans) with a population of approximately 52,000.

**Salary:**

Salary Range (2022): \$52,748 - \$86,548. Salary commensurate with experience and qualifications.

**Benefits:**

10 days of vacation leave/year, 15 paid holidays/year, 15 days sick leave/year. Medical, dental and life insurance; excellent retirement system with Parochial Employees Retirement System of LA. Excellent library support for continuing education.

**How to Apply:**

Send a letter of application, resume, and the name, address, email, and phone number of three professional references via e-mail to [jobs@myscpl.org](mailto:jobs@myscpl.org) or by mail to:

St. Charles Parish Library  
Attn: Library Director  
160 W. Campus Drive  
PO Box 1029  
Destrehan, LA 70047

**Application Deadline:**

Review of resumes will begin immediately. Resumes will be accepted until December 5, 2022, or until the position is filled.

**Starting Date:**

Position available: January 3, 2023



Job Title: Human Resources Manager	Department: Administration
Classification: Library Associate	FLSA Status: Exempt
Reports to: Library Director	Supervises: None

**Primary Duties**

- Work cooperatively with administration, supervisors, and the parish personnel department to manage the staffing process, including but not limited to recruiting, interviewing, hiring, preparing pre-employment paperwork and screenings, ensuring all new employee paperwork is completed, onboarding, retention, random drug screens, facilitating the annual performance review process, and managing all termination/resignation paperwork.
- Manage personnel functions in a confidential and professional manner.
- Serve as a liaison to the Parish Personnel department.
- Maintain the Employee Handbook and Policy Manual and interpret policies and procedures for staff.
- Work with the Administrative Assistant to collect, verify, and process time sheets; maintain all personnel and administrative records; and verify and maintain accrual of sick, annual, and personal leave.
- Assist supervisors in managing employee performance, including facilitating and providing guidance on annual evaluations, implementing employee improvement plans, and guiding progressive discipline when needed.
- Investigate employee conflicts and grievances and assist in bringing them to a resolution through positive and professional mediation.
- Develop, write, and maintain job descriptions, ensuring they are up to date and compliant with local, state, and federal regulations.
- Provide training and guidance to supervisors on human resources topics such as coaching and counseling, interviewing, and FMLA.
- Advise administration and ensure compliance with all local, state, and federal laws for FLSA, FMLA, ADA, EEO, and other topics related to personnel and human resources administration.
- Maintain all personnel files in accordance with library policy and all local, state, and federal laws.
- Maintain accurate records of job openings, internal and external job postings, and received applications.
- Work with the Assistant Director (Public Services) to coordinate, plan, implement, and deliver training and development of staff. This includes assisting with the planning of bi-annual all-staff meetings and managing all state-mandated annual staff training.

- Work closely with the Library Director and administration in creating, implementing, and interpreting policies and procedures. Make recommendations to Director regarding personnel policy and procedures as needed and keep Director apprised of all key personnel issues.
- Attend and participate in staff meeting discussions including, but not limited to, all-staff meetings and regularly scheduled supervisor meetings.
- Stay abreast of current trends and issues in human resources by attending professional conferences, seminars, webinars, and other continuing education opportunities and by reading the current human resources literature.
- Obtain and retain memberships in and participate in activities of applicable professional associations.
- Nurture a positive working environment.
- Design and implement employee retention strategies.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

### **Education, Experience, and Training**

- Bachelor's degree in Human Resources Management or related field
- Minimum of 3 years of proven work experience as a Human Resources manager
- Certification in Human Resources Management (SHRM-CP/SHRM-SCP or PHR/SPHR)

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

- Experience in handling internal investigations in a professional and confidential manner.
- Experience developing Human Resources programs, policies, and procedures.
- Demonstrated knowledge of various local, state, and federal laws, including but not limited to FMLA, ADA, EEO, and FLSA.
- Ability to assess areas that need improvement and act independently to implement programs and policies to improve efficiency.
- Communicates effectively orally and in writing, with a demonstrated ability to speak in public to both small and large groups.
- Highly developed interpersonal skills, including the ability to establish and maintain effective and positive working relationships, and mentor, coach, and counsel team members in a positive and effective manner.
- Ability to work well in groups and individually with little supervision.
- Detail-oriented with a demonstrated organizational ability, including the ability to successfully manage multiple projects with tight timelines, schedules, and deadlines with little supervision.

- Excellent keyboarding skills using software such as Microsoft Word, Excel, Outlook, PowerPoint, and Publisher.
- Ability to exhibit good judgment and establish effective working relationships with all library staff and the parish personnel department.

**Hours and Working Conditions:**

- Regular work schedule is 8:30am – 5:00pm Monday through Friday but some weekend and evenings may be required.
- Ability to lift and move items and materials up to 30 pounds in weight.