

## Assistant Director of Human Resources

JOB TITLE: Assistant Director of Human Resources

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Human Resources

APPROVED DATE: 04/2008

REVISED DATE: 06/2018, 02/2022, 05/2023

### **Job Summary**

As a member of the Library District's Operations Management Team, this position provides leadership for the Human Resources Department and works closely with the Human Resources Director in the administration and operation of the Department. This position is responsible for overseeing the overall recruitment, selection, onboarding, and retention strategy for the Library District.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.

2. Lead the collaborative development and oversee the implementation of the District's recruitment, selection, onboarding, and retention process to support the District's commitment to equity, diversity, and inclusion and meet the human resource needs of the organization. Provide direction to managers throughout the process.
3. If required, support Sno-Isle Leadership and employees during collective bargaining and labor relations.
4. Support the Sno-Isle Libraries quarterly Performance and Engagement Process.
5. Manage the District's career development and succession planning strategies.
6. Provide direction for managers and staff in matters affecting employee relations including performance management or corrective action to ensure District policies and all legal requirements are met; where necessary, serve as third-party mediator in disagreements among employees or between employee and supervisor. Advise managers with regard to progressive corrective action; conduct investigations as needed.
7. Support compliance with federal and state laws governing benefits and compensation, including reporting, document development and amendment, retention, and communication.
8. Assist in developing and implementing human resources policies and programs as assigned. Respond to policy questions and interpret policies.
9. Continue to build a culture of collaboration and teamwork to ensure fulfillment of the District's strategic goal of investing in our people and our organization.
10. Provide effective leadership in assigned areas and to assigned staff.
11. Exercise proper financial control over budgetary expenditures.
12. Develop and maintain effective relationships with staff and leadership in the Library District and other stakeholders.
13. Act in the absence of the Human Resources Director.

### **Additional Duties and Responsibilities**

1. Attend meetings, trainings, and workshops to support learning and development.
2. Prepare correspondence and reports.
3. Train new staff as needed.
4. Represent the District at local, regional, and national meetings and conferences.
5. Perform other duties as assigned.

## **Supervision**

The position reports to the Human Resources Director. The position directly supervises professional level support staff in performing the human resource functions.

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

1. Thorough knowledge of human resource management programs, policies, systems and procedures; compensation and benefits; federal, state and local employment laws and regulations, administration of human resource information systems; and principles of training.
2. Experience or education in collective bargaining and labor relations.
3. Knowledge and demonstrated commitment to the application of the principles of equity, diversity, and inclusion.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to communicate effectively with diverse audiences.
6. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
7. Ability to write comprehensive policies, materials and reports.
8. Ability to deliver presentations to a variety of public groups.
9. Ability to work independently and to set priorities.
10. Ability to speak before a variety of groups and facilitate training.
11. Ability to establish and maintain effective working relationships with co-workers, vendors, outside agencies, community groups and the general public.
12. Demonstrated ability to preserve and protect the strictest confidence of highly confidential and sensitive information.
13. Demonstrated ability to use computers, word processing, database and spreadsheet software as well as complex automated systems such as human resources information systems.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. These skills and abilities typically are acquired through a combination of experience and training including university-level education in such fields as human resource management, public administration, or a related field, together with at least four years of human resources experience, including supervisory experience.
2. Professional certification such as SHRM Certified Professional (SHRM-CP), Professional in Human Resources (PHR), Certified Employee Benefits Specialist (CEBS), or Certified Labor Relations Professional (CLRP) is preferred.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. An incumbent may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to libraries and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.