

Position Title	Human Resources Director		
Working Title			
FLSA Status	Exempt	Job Code	
Salary Band	D1	Revised	1/10/2019

General Purpose

Plans, coordinates, organizes, and directs the District's human resources management program.

Illustrative Examples of Duties and Responsibilities

Develops, recommends, implements, and administers human resources programs, policies, and administrative procedures that complement the District's mission and strategic objectives.

Oversees and directs the District's human resources functions, including recruitment, selection and retention, classification and compensation, benefits administration, performance management, training and staff development, and employee relations.

Serves as a member of the District's executive Leadership Team; provides guidance and advice regarding District operations and policies; participates in the strategic and long-range planning for the operation and future development of the Library District.

Ensures legal compliance by monitoring changes in applicable federal and state employment and labor rules, regulations, and requirements; develop new or revised policies, procedures, and programs as required. Present new and/or revised policies to the Board of Trustees for approval.

Provides advice and assistance to managers and supervisors regarding the interpretation, implementation, and administration of regulatory compliance and policy issues. Advises the Executive Director, Board of Trustees, and Library management regarding complex and/or sensitive personnel matters.

Develops a recruitment and selection process to ensure sound hiring decisions by the District.

Oversees and directs the administration of the Library's compensation and benefits plans, position classification system, leave policies, performance appraisal system, and other programs ensuring the success and retention of the District's workforce.

Researches, evaluates, and recommends benefit changes, requests for reclassification, pay at initial employment, step increases, and other personnel actions provided for in the District's personnel policies. Prepares or revises job descriptions and recommends new classification if warranted.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Assesses training and professional development needs of District staff, and works with the Leadership Team to plan and implement training programs and opportunities that support the District's mission and strategic goals.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies. Supports the District's strategic plan and may represent the District through participation in local and regional HR professional organization(s). Advises Executive Director of significant developments in labor and employment law that may impact the District.

Administers the District's human resources budget. Monitors and approves expenditures.

Serves as the ADA Title II Coordinator; responds to employee complaints of discrimination or harassment. Conducts internal investigations. Represents the Library in personnel-related hearings (e.g. unemployment, worker's compensation).

Performs other tasks as necessary.

Supervision

Reports to: Executive Director

Supervises: Administrative Services Assistant

Minimum Qualifications

Required

- Bachelor's degree in Human Resources Management or a related field
- Current HR Certification (PHR, SPHR, IPMA-SCP or equivalent)
- Five years recent progressively responsible human resources program management experience, including two years' supervisory experience

Preferred

- Master's Degree
- Public sector experience
- HR Generalist experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements.



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Necessary Knowledge, Skills & Abilities

Knowledge of:

- Principles and practices of human resources management.
- Regulations, standards and best practices governing human resources operations.
- Recruitment, classification, compensation, and employee benefits principles and practices.
- Performance appraisal and review principles.
- Current trends and developments in the field of human resources, training, employee relations, supervision, management, and organizational development.

Skill in:

- Use of dedicated HRIS

Ability to:

- Comply with federal and state laws, rules, and regulations and Library District policies and procedures.
- Maintain confidentiality and maintain confidential data and information.
- Establish and maintain effective and cooperative working relationships with co-workers, peers, professional groups, and others contacted in the course of work.
- Ability to read, analyze and interpret business and professional journals, financial data, and legal documents.
- Define problems, compile data, establish facts, and draw valid conclusions.
- Consistently demonstrate quality customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Use initiative, problem-solving skills, and sound judgment.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting or standing at a for extended periods of time. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.



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The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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