

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Human Resources Director		
Reports to	Executive Director	Supervises	Human Resources Specialist
FLSA/WMWA Status	Not eligible for overtime	Remote Work Status	Eligible for remote work
Revision Date	March 2025	Compensation Band	D1
Required	Background & driver license check HR Certification (PHR, SPHR, IPMA-SCP or equivalent)		

Job Overview
<p>Working with the Executive Director as a member of the District's Leadership Team, this position plans, develops, organizes, evaluates, directs, and manages the District's HR department in a manner that supports the District's strategic plan, mission, goals, and objectives.</p> <p>Provides guidance and advice regarding District operations and services; formulates District-wide policies and procedures participates in the strategic and long-range planning for the operation and future development of the District.</p>

Qualifications	
The ideal candidate will be able to build relationships at all levels, have a Bachelor’s degree in Human Resources Management or related field, five years progressively responsible HR program management experience, preferably in the public sector, with two years of supervisory experience. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Ability to read, analyze and interpret business and professional journals, financial data, and legal documents
	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services
	Communicate effectively with staff and customers
	Comply with federal and state laws, rules, and regulations and Library District policies and procedures
	Define problems, compile data, establish facts, and draw valid conclusions
	Develop system wide policies, procedures, and services
	Effectively communicating District messaging to various audiences
	Establish and maintain effective working relationships with subordinates, other District officers, Board of Trustees, library Executive Director and the public
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Maintain confidentiality of information
	Model behavior for high levels of service
	Organize and express ideas effectively in verbal and written communication
	Positively represent the District within the community
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Knowledge of
Dewey Decimal system of classification	
Effective interpersonal communication and persuasion techniques	
Library services and resources	
Principles and practices of human resources management	

	Recruitment, classification, compensation, and employee benefits principles and practices
	Regulations, standards, and best practices governing human resources operations
	Performance appraisal and review principle
	Current trends and developments in the field of human resources, training, employee relations, supervision, management, and organizational development
	Management principles and practices including program planning & evaluation, budgeting, supervision, and strategic planning
	Microsoft Office and other software applications
	Principles and methods of supervision, management, and training
	Principles of intellectual freedom and open access
	Public library resources, programs, and services
	Strategic planning, including goal setting, and resource allocation
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes

Job Duties

The duties listed 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.

As part of the Leadership Team:

- Oversees and directs the functions of the Human Resources Department.
- Plans, organizes, directs, and evaluates human resources related items to meet the District's mission, goals, and objectives; analyzes human resources needs and implements changes to procedures, practices, equipment, facilities and or staffing to meet identified needs.
- Develops and administers the annual budget for the HR department, approves expenditures as needed.
- Maintains knowledge of current trends, developments, and issues in human resources management. Informs the Executive Director and Leadership Team as necessary; makes recommendations for follow up.
- Drafts new policies and edits existing policies for submission to the Board of Trustees; drafts procedures.
- Oversees and evaluates statistical data to analyze impact of assigned department; prepares relevant reports; Identifies and implements systems for improving process efficiency and effectiveness.
- Develops, implements, and administers programs, policies, and administrative procedures that complement the District's mission and strategic objectives.

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.

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 legal hiring decisions that align with the needs and mission of the District.

Oversees and directs the administration of the District'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.

Assesses training and professional development needs of District staff; plans and implements training programs and opportunities that support the District's mission and strategic goals.
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).
Enforces the Code of Conduct.
Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.
In addition, this position may: <ul style="list-style-type: none"> • Clean & disinfect common and shared work areas. • Perform seasonal tasks such as shoveling snow and spreading ice melt.
Performs other duties as needed or as directed.

Supervisory Responsibilities

The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Participate in the hiring process
Provide constructive feedback and on-time performance evaluations
Identify training needs and recommend/assign training to meet those needs
Set priorities and expectations
Serve as a positive role model, embracing change, in order to motivate and coach staff to grow and further their skills

Work Environment

Work is performed in an office environment
The noise level is usually low
Work may be performed outdoors and exposure to extreme weather conditions may occur

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.
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Psychological Demands

Make decisions, supervise staff, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.
