



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

**JOB TITLE: Library Associate III
Head of Human Resources**

Pay Grade:

FLSA: Exempt

FUNCTION

Responsible for the development, implementation and maintenance of a human resources management program, including classification and compensation administration, recruitment and selection, policy development and interpretation, performance evaluations, regulatory compliance, training and employee relations.

SUPERVISION RECEIVED

Works under the supervision of the Library Director.

SUPERVISION EXERCISED

None.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Plans, directs, and coordinates human resource management activities of the Library to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

- Develops and implements short and long-range plans for the human resources programs; develops and recommends to the Library Director integrated personnel policies and procedures that meet minimum qualifications from Anderson County; monitors the effectiveness of the program and recommends modifications to the personnel policies and procedures as well as management practices. Ensures that personnel policies and procedures help align the workforce to meet the strategic goals of the Library.
- Responsible for the development of an employee oriented company culture that emphasizes quality, continuous improvement and high performance. Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the Library.
- Available to employees for questions, concerns or counseling employees have regarding a myriad of services and problems. Conducts confidential investigations when employee concerns or complaints are brought forth.
- As a member of the senior management team, provides program advice and assistance to departments and supervisors in all areas of human resource management.
- Evaluates personnel needs and makes recommendations on organizational development regarding creation of positions and reorganization of departments.
- Responsible for recruitment and ongoing development of a superior workforce.
- Complies with all existing governmental and labor legal and government reporting requirements. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted.
- Develops forms and procedures for use in the management of personnel matters and prepares a variety of personnel data or reports useful in budgeting manpower planning and personnel administration.
- Liaisons with the Head of Personnel at Anderson County to coordinate insurance benefits for all full time employees. Registers new employees for insurance and makes insurance changes for existing employees. Educates all full time employees on insurance options.
- Works directly with the South Carolina Retirement System to coordinate retirement benefits for all Anderson County Library employees. Files all paperwork to enroll new employees and to start benefits for retiring employees.
- In conjunction with appropriate department heads, schedules and conducts interviews of all applicants to the Anderson County Library system. Makes recommendations for hiring.

- Develops and administers an employee performance evaluation system including participation with department heads and employees in developing job performance standards and providing training to supervisory personnel in conducting performance evaluations; monitors the effectiveness of the performance evaluation system.
- Reviews and advises on matters related to employee discipline, including but not limited to, written warnings. Terminates employees when necessary.
- Works with the county attorney and others regarding employment issues.
- In conjunction with appropriate department head, is responsible for maintaining complete and up to date job descriptions for all employees.
- In conjunction with the Head of Finance, maintains all personnel records, physical and electronic.
- Assists Library Director with policy development and documentation.
- Helps maintain employee-related data bases. Prepares and analyzes reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested.
- Assists with the development of and monitors the spending of the human resources budget.
- Plans and coordinates Staff Day activities.
- Undertakes special projects on behalf of the Library Director; may lead or facilitate standing or special committees.
- Maintains professional development through various workshops, literature, and other means; consults and shares information with co-workers and other library staff.
- Coordinates staff celebrations for life changing events, such as marriages, births and retirements.
- Able to assist in changes of daily work schedule due to unexpected demands.
- May be required to work nights and weekends.
- May fill in other positions within the Library System.

- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development;
- (B) Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, or preventive labor relations, preferred;
- (C) Three (3) years of Human Resource or Management experience; and
- (D) SHRM-CP preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Broad knowledge of employment laws and practices, organizational planning, organizational development, employee relations, training and development; ability to plan and organize work loads; ability to set priorities; ability to handle multiple projects at the same time.
- (B) Excellent organizational, clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (C) Ability to effectively supervise staff; ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel, and county and other agency officials; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to evaluate staff performance and design solutions to perceived needs; ability to effectively supervise staff; ability to mentor staff to improve performance.
- (E) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, calculator, fax, copier, audio-visual equipment, and security systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library System.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.