



**Description:** Human Resource Manager (Exempt Position) Job Posting

**Salary Range:** \$50,000 - \$60,000 (Salary commensurate with experience)

**Human Resource Manager Job Purpose:** Develops, implements, and coordinates personnel functions for the Genesee District Library system and ensures compliance with applicable employment laws and board policies. This position will report to the director.

**Human Resource Manager Job Duties:**

(Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned).

- Maintains the work structure by updating job requirements, job descriptions, and salary ranges for all positions.
- Coordinates and oversees employee selection and hiring process; including preparing and distributing job postings, maintaining opening list, testing and screening, securing references, counseling managers on candidate selection, conducting and analyzing exit interviews, and conducting interviews as needed.
- Prepares employees for assignments by conducting orientation and overseeing training process.
- Counsel staff and administrators on personnel matters; including promotions, insurance, retirement and other benefits, in a confidential, objective and professional manner.
- Assists the director with the interpretation and administration of the Collective Bargaining Agreement; may process grievances and conduct disciplinary hearings.
- Acts as benefits administrator for the organization's health and other insurance plans. Also, maintains compliance with COBRA regulations and employment assistance program (EAP).
- Trains and assists supervisors in the interpretation and application of personnel policies and procedures; coordinates and monitors the performance appraisal process.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations, maintaining records, representing the organization at hearings.

- Maintains professional and technical knowledge; attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Prepares reports for the director, administrators, board, and other agencies as required.
- Attends library board meetings as scheduled.
- Serves as weekend administrator on a rotating basis.

### **Required Knowledge:**

Thorough knowledge of the principles, practices, and methods of modern human resource management, state and federal employment rules and regulations; benefits administration and employment records requirements, interviewing techniques and employee selection methods, supervisory methods, ability to maintain confidentiality; interpret and apply laws, regulations and policies, plan and organize; ability to use office productivity and communications software, maintain effective working relationships with employees and the general public, ability to work dependently within a team environment, using independent and sound judgment, as well as handle multiple priorities.

### **Required Education, Training and Experience:**

- Bachelor's Degree in Human Resources or related field.
- A minimum of three years of related experience in a union environment.
- PHR or SPHR certification is preferred. **If successful candidate is not certified, they must become certified within two years of hire date.**
- Proven experience in labor relations and negotiations.

### **Will be Required to**

Work a flexible schedule as needed.

### **Work Environment**

The location of the work site is GDL Headquarters. The position requires travel to other GDL locations and/or other sites. The noise level in the work environment is usually quiet and work is performed indoors.

**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 will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel and reach forward and above the head. The employee will occasionally lift and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision.

**Special Requirements**

Possession of a valid Driver's License and vehicle for use on company business

Questions can be submitted to [hr-search@thegd.org](mailto:hr-search@thegd.org).

Qualified applicants should send a current resume, cover letter and 3 professional references by **August 31, 2013** to:

HR SEARCH  
Genesee District Library  
G-4195 W. Pasadena Avenue  
Flint, MI 48504

or email to:  
[hr-search@thegd.org](mailto:hr-search@thegd.org)

**Telephone inquiries are not accepted.**