

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Human Resources**

Dept: **Human Resources**

Reports to: **Deputy Director of Admin Services**

Effective Date: **Revised January 2021**

Job Code: **10071**

Grade Number: **25, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Plan, organize, and direct the human resources and risk management services of the KCLS.

Advise management in all areas of human resources.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develop, recommend and implement human resources policies and programs in accordance with KCLS goals and objectives and in compliance with applicable laws and legal requirements.
2. Manage the recruitment and selection processes for KCLS. Approve procedures for recruitment, evaluation, selection and placement. Approve requests for staffing changes.
3. Select, develop, motivate, evaluate and direct the work of department staff. Direct department work flow and procedures.
4. Respond to questions, interpret policy, and counsel KCLS staff and management on work-related issues and concerns. Resolve personnel problems and grievances. Represent KCLS in all external proceedings related to personnel matters.
5. Develop and administer classification and competitive compensation programs.
6. Manage the employee development program for KCLS; develop and administer the system-wide training and development budget.
7. Oversee risk management and loss control services and records for KCLS.
8. Participate in the KCLS planning and goal setting processes. Advise KCLS Board and executive management on human resources issues.
9. Develop and administer the department's annual budget; monitor, approve all expenditures, and assure efficient and economical utilization of all department resources.
10. Manage the employee assistance programs.
11. Perform other related duties as assigned.

Secondary Duties:

1. Assist in staff recruitment processes.
2. Provide back up for other department staff.
3. Participate in various committees.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Vision and Strategic Thinking

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

Drive for Results

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Managing Change

Embraces organizational changes and their rationale, models behavior needed during improvements in organization's effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience:**

- Bachelor's degree in Human Resources management, public administration, or a related field.
- Minimum five years' experience, and evidence of training, experience, or study in functional areas such as personnel policy, classification, pay and benefits, or risk management.

SPECIAL REQUIREMENTS

Washington State Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Job is primarily performed in doors in a typical office setting, and involves extensive close work including use of a PC monitor. Incumbent must be available for evening and early morning meetings, and able to serve on-call.

Advancement Possibilities:

Director

The duties listed above are intended only as illustrations of the various 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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR