

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Manager**

Dept: **Human Resources**

Job Code Number: **10802**

Reports to: **Director of Human Resources**

Grade Number: **21, Non-represented**

Effective Date: **September 2019**

FLSA Status: **Exempt**

General Position Summary:

Under the guidance of the Human Resources Director, provides development, administration, and supervision of Human Resources programs, staff and projects that promote a supportive, creative, customer-oriented work environment for the King County Library System. Responsible for assessing, streamlining and governing Human Resources processes, policies and practices in specific HR areas of focus. HR areas of focus may include employment, benefits, labor relations, learning and development, classification, compensation, safety, risk, organizational health and regulatory compliance.

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. Develops and documents operating policies and procedures related to the HR areas of focus.
2. Oversees programs, policies and processes, in HR areas of focus.
3. Assists in managing regulatory compliance efforts in HR areas of focus.
4. Supervises the HR work in the areas of focus.
5. Manages and coaches direct reports including conducting periodic performance evaluations.
6. Ensures that direct reports are appropriately trained, and managed.
7. Coaches and assists other KCLS managers/supervisors in HR areas of focus.
8. Interfaces with other KCLS departments, vendors and external agencies regarding HR areas of focus.
9. Keeps abreast of changes in HR laws, industry trends, and regulatory trends in the HR areas of focus.
10. Performs special projects as requested by Director Human Resources.

Secondary Duties:

1. Provides backfill for Director of Human Resources as necessary.
2. Participates in training others as needed.
3. Provides necessary support to functions overseen by this position.

4. Serves as a member of various committees, as assigned or required.
5. Other related duties as assigned.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 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.

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.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Bachelor's degree in Human Resources, Business or Public Administration, or other closely related field.
- Five to seven years of progressively responsible experience in Human Resources, with some relevant experience in HR areas of focus.
- Training and/or on-the-job experience in applicable programs and systems such as HRIS or recruiting software or the ability to acquire knowledge and skills in HR areas of focus.
- Or a combination of education and/or training and/or experience, which provides an equivalent background, necessary to perform the work of the classification.

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 indoors 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, on an occasional basis, and able to serve on-call. Occasional to extensive travel within the service district is required depending on HR areas of focus.

Advancement Possibilities: Director of Human Resources

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