

Library Human Resources Generalist

Department: Administration

Reports To: Library Executive Director

FLSA Status: Exempt

Status: Full-Time

Schedule: Monday–Friday; occasional evening or weekend hours as required

Position Description

Under the direction of the Executive Director, the Human Resources Generalist provides professional-level support in the administration of the Library's human resources functions. This position is responsible for program coordination and day-to-day administration of key HR activities including recruitment, onboarding, payroll and benefits support, leave administration, personnel records, compliance with employment laws, and employee relations. The HR Generalist serves as a resource to employees and supervisors while upholding the Library's vision and mission.

Essential Duties and Responsibilities

Human Resources Operations

- Administers and coordinates core HR functions including recruitment, onboarding and offboarding, employee records, personnel transactions, and HR communications.
- Maintains accurate and confidential personnel, medical, and benefits files in compliance with federal, state, and local regulations.
- Processes and audits employee data in payroll systems to ensure accuracy and compliance.

Recruitment & Onboarding

- Coordinates recruitment activities including posting vacancies, screening applications, scheduling interviews, and assisting with reference checks.
- Prepares offer letters, employment paperwork, and onboarding materials.

- Conducts or assists with new employee orientation and ensures completion of required training.

Payroll, Benefits & Leave Administration

- Assists with bi-weekly payroll preparation, audits, and troubleshooting in coordination with payroll vendors.
- Administers and tracks employee leaves including FMLA, ADA accommodations, workers' compensation, and other statutory or Library-approved leaves.
- Supports benefits administration activities including enrollments, qualifying life events, open enrollment, and vendor communications.

Employee Relations & Support

- Understands Library policies and procedures and demonstrates a commitment to supporting their successful implementation.
- Serves as a point of contact for employee questions regarding policies, procedures, benefits, and HR processes.
- Assists supervisors and managers with performance review coordination, documentation, and HR best practices.
- Supports employee relations matters by gathering information, maintaining documentation, and escalating complex issues as appropriate.

Compliance & Reporting

- Assists with ensuring compliance with federal, state, and local employment laws and library policies.
- Prepares routine reports, audits, and filings related to payroll, benefits, leave usage, and employment records.
- Supports updates to job descriptions, personnel policies, and employee handbooks.
- Serve as a Freedom of Information Act (FOIA) Officer.

Communication & Projects

- Provides consistently professional, gracious, and friendly service to patrons and colleagues.
- Embodies the Library's Culture Code and supports the Library's Vision and Mission
- Communicates and works effectively (both individually and as a team member) with the public and all levels of Library staff.
- Assists in preparing internal HR communications such as staff newsletters, intranet updates, and HR announcements.
- Participates in HR-related projects, surveys, training initiatives, and process improvement efforts.
- Performs related duties as assigned.

Minimum Qualifications

Education & Experience

- Associate's degree in Human Resources, Business Administration, or a related field required; Bachelor's degree preferred.
- Minimum of two (2) years of progressively responsible experience in human resources, payroll, or benefits administration, preferably in a public sector, municipal, or library environment.

Knowledge, Skills, and Abilities

- Understands that customer service is at the forefront of all work activities.
- Working knowledge of employment laws (e.g., FLSA, FMLA, ADA, COBRA) and HR best practices.
- Experience payroll systems and applicant tracking systems.
- Strong attention to detail and ability to manage multiple priorities with accuracy and discretion.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to handle sensitive and confidential information with professionalism and integrity.
- Must be able to comprehend and respond to coworkers and patrons in person, email, chat, and telephone conversations.
- Professional in appearance and demeanor.
- Flexible and adaptable to new situations.

- Proficiency with Microsoft Office applications.

Preferred Qualifications

- Experience working in a public library, local government, or not-for-profit organization.
- Experience with IMRF benefits administration, FMLA tracking, and payroll auditing.
- HR certification or progress toward certification (PHR, SHRM-CP) a plus.

Working Conditions & Physical Requirements

- Work is performed in a typical office or library environment.
- Requires regular use of computers and standard office equipment.
- Ability to communicate effectively in person, by phone, and electronically.
- Occasional lifting office materials up to 25–35 pounds.
- May require occasional evening or weekend work and limited travel between library locations.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Library reserves the right to modify duties or requirements as needed to meet organizational needs. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.