

## Schaumburg Township District Library Job Description

**Job Title:** Human Resources Coordinator  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Non-Exempt  
**Classification:** Library Staff 5

The Human Resources Coordinator is responsible for carrying out the day-to-day responsibilities in the Human Resources area, including assistance in: recruiting, onboarding, employee relations, benefits, database management, etc. The Human Resources Coordinator is also responsible for maintaining positive employee relations and promoting employee satisfaction through education of Library and HR policies and fostering a positive work environment.

### **ESSENTIAL DUTIES**

Work directly with the Human Resources Director regarding all HR endeavors.

Assist in the hiring process of employees: includes recruitment, interviews, verifying work-history and references, as needed.

Coordinate the on-boarding process: including organizing employee orientation, creating new employee files and database records, ensuring all necessary paperwork is properly filled out and submitted to appropriate persons.

Maintain and update employee database records and information, as needed; make sure records are in order for payroll processing.

Maintain employee records with accuracy and confidentiality.

Assist in the preparation and roll-out of annual employee performance reviews.

Assist in the participation and submittal of annual reports and surveys.

Coordinate the exit process: following employee termination procedures, advising employees on their rights and any benefits to which they are entitled.

Foster positive employee relations and work to solve employee issues that surface or are brought to your attention.

Abide by Library established HR processes and current employment laws and regulations.

Under the direction of the Human Resources Director, be a vital source of human resources information in answering employee questions.

Ensure the accuracy, integrity, and confidentiality of the Library and the Library Board, and all information related to financial, personnel, legal, vendor and operational records in accordance with Library policies and applicable laws and regulations.

Support Human Resources Director in educating employees on and enforcing company policies.

### Other Duties

Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality. Communicate problems that arise with supervisor or designee; particularly situations where patrons are not following Patron Code of Conduct.

Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.

Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.

Maintain working knowledge of computer systems and technology needed in the position or as an employee.

Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.

Cope with the stress of the job and get along with coworkers.

Attend meetings and training as required or requested.

Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

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**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (BA or BS) in Human Resources Management or related field, from four-year college or university with one to two years related experience; or four years related experience and/or training; or equivalent combination of education and experience.

**COMPUTER SKILLS**

Ability to use workplace technology, including email, internet, intranet, and Library database systems; along with position specific technology including word processing, spreadsheet, and database applications and accounting software.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, public groups and Boards of Trustees.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry, fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define and solve practical problems, collect data, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

No certificates, licenses or registrations are required for this job.

**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 regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**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 usually moderate.

**COMMENTS**

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Knowledge of the principles and practices of Human Resources Management  
Ability to manage and administer a broad range of tasks across the various HR disciplines  
Positive, personable, and approachable  
Strong written and verbal communication skills  
Excellent collaboration and team skills  
Excellent organization skills and meticulous attention to detail  
Ability to multi-task, prioritize and work well under pressure  
Ability to follow directions; take initiative and work independently, when needed  
Reliable and responsible with a focus on customer service  
Available to work evenings and weekends, as needed.