



HUMAN RESOURCES DIRECTOR

Department:	Administration	Class Code:	883
Update:	April 2023	FLSA Status:	Exempt

Position Overview: The Human Resources Director acts as a director of people and culture, nurturing a supportive work environment where employees can flourish and achieve their full potential. Manages and coordinates the Library's human resources functions to create a culture that prioritizes employee success, engagement, and satisfaction. Oversees day-to-day operations of human resources functions, develop and administer policies and procedures, ensure compliance with regulations, and provide services to Library departments and staff. The mission is to cultivate a positive and productive work culture that fosters employee growth and development.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develop and implement employee-focused HR strategies and initiatives aligned with the Library's mission and goals.
- Manage the recruitment, selection, and onboarding process, ensuring that new hires are set up for success and feel welcome in their new roles.
- Provide guidance and support to Library departments and staff on HR-related matters, including performance management, employee relations, and conflict resolution.
- Design and implement learning and development programs to enhance on-boarding, employee skills, knowledge, career growth opportunities, and DEI learning paths.
- Oversee employee benefits, compensation, and recognition programs that are competitive, equitable, and aligned with the Library's values.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Continuously evaluate and refine HR policies, procedures, and systems to ensure their effectiveness in supporting employee success.
- Foster a culture of open communication, feedback, and collaboration among employees and leadership.
- Monitor and analyze key HR metrics to identify trends, inform decision-making, and develop strategies for continuous improvement.

- Fosters a collaborative relationship with AFSCME Local 270 represented staff.
- Addresses issues with a spirit of innovation and collaboration.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or a related field; a Master's degree and/or professional HR certification (e.g., SHRM-CP, PHR) is preferred.
- A minimum of 5 years of progressive experience in human resources, with at least 2 years in a leadership role.
- Experience in developing and implementing HR policies and programs that prioritize employee success and well-being.
- Strong knowledge of employment laws and regulations.
- Excellent interpersonal, communication, and conflict resolution skills.
- Experience managing an effective relationship with a union including contract negotiation.
- Ability to effectively manage multiple priorities and projects in a fast-paced, dynamic environment.
- Demonstrated commitment to diversity, equity, and inclusion.

Physical Demands / Work Environment:

- Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching.

About Spokane Public Library

The Spokane Public Library's mission and vision is to be a community of learning and to inspire a thriving city through cultural and educational opportunities. We value education, collaboration, diversity, innovation, the customer experience, and everyday accountability. Since 1894, we have been dedicated to bringing people, information, and ideas together for the continuous growth and success of our community.

We are committed to staff development, recruitment, and promotion that embraces diversity in age, race, color, ethnicity, marital status, gender identity or expression, language, national origin, mental and physical ability, religion, sexual orientation, veteran status, and other characteristics. We are committed to creating a workplace that is welcoming of intersectional identities in all its forms.