

Position: Human Resource Manager
Department: Administrative
Hours: Full-time, Exempt

We are seeking a Human Resource Manager who is passionate about helping employees succeed and creating an inclusive and engaging culture where all forms of diversity are seen as a real value for the Library; one who has the desire to make a meaningful difference. The successful candidate must be self-motivated with the ability to work independently. An authentic leader, direct communicator, approachable and responsive resource able to connect with employees and build strong relationships across all departments at all levels. Must have great collaboration skills, with the ability to effectively work closely with cross-functional teams. Foster open communication between employees and leadership through open door practices.

JOB SUMMARY:

In this role, you will provide dedicated guidance and coaching to leadership and employees with specific focus on employee engagement, employee relations management, performance management, talent assessment, acquisition and retention, and workplace investigations as appropriate. You will be responsible for executing and supporting policies, procedures, and practices relating to human resources to ensure equitable and uniform application; compliance with applicable laws and regulations; prepare and track human capital budget; employee and leadership development; compensation and benefit management; onboarding and exiting; alignment and support of Library strategies, mission and vision.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent plus some postsecondary education
- HR Certification, SPHR/PHR and/or SHRM-SCP/CP
- Strong human resource background with proven successes in leading the HR function
- Five (5) or more years of progressive Human Resource experience
- Strong verbal/presentation and written communication skills
- Ability to relate and communicate with employees at all levels
- MS Office, email, and the Internet proficiency
- Valid driver's license with a satisfactory driving record

PREFERRED QUALIFICATIONS

- Bachelor's degree in Human Resources or Organizational Leadership
- Three (3) years of management experience

PHYSICAL ABILITIES

- Sufficient *clarity of speech and hearing* or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient *vision or other powers of observations*, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient *manual dexterity* with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment.
- Sufficient *personal mobility and physical reflexes*, with or without reasonable accommodation, which permits the employee to function in the context of the Program Specialist position to include but not be limited to: lifting, moving, stooping, bending, reaching, pushing, pulling, lifting and carrying up to 30 pounds; prolonged standing and/or sitting; and the capability to travel independently. May be subject to repetitive motion.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT
MORRISSON-REEVES LIBRARY**

80 North Sixth Street, Richmond, Indiana 47374

OR

PLEASE SUBMIT APPLICATION TO

hr@mrlinfo.org

Please include Subject: Human Resource Manager