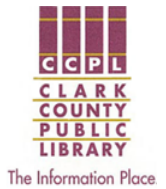


## Clark County Public Library Employment Opportunity



**Job Title:** *Human Resources Generalist* | Grade 21 | Full-time 40 hrs. | FLSA – Non-Exempt

**Location:** Main Library – Human Resources Dept., 201 S. Fountain Ave., Springfield, Ohio

Performs Library's Human Resources functions under supervision of the *Human Resources Manager* in order to ensure excellent service to all patrons, and promotes a positive work environment in accordance with Library policies and the laws of the State of Ohio.

### **To Apply: Please submit the following:**

1. Completed [CCPL Employment Application](#) – Available at library locations or two (2) formats available online at: [CCPL Employment Application](#).
2. Cover Letter
3. Résumé
4. Three (3) professional references

**Submit** by mail or in a sealed envelope to any CCPL location, addressed to: William Martino – Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

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*OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt*

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### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

- Bachelor's Degree from an accredited institution in Human Resources, Business Administration, or other related field preferred, Associate's Degree will be considered
- Minimum three (3) years of human resources experience. Experience in public sector organizations preferred
- Experience with payroll processing, FLSA, Compensation and Benefits, tax and wage laws
- Insurable by Library's auto carrier with a valid driver's license
- Acceptable results on a criminal background check

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Knowledge of principles, practices, and methods of modern human resource management
- Knowledge of Federal, State, NLRB, and EEO employment laws and regulations as pertains to employee benefits, workers' compensation, unemployment compensation, OPERS, etc.
- Ability to work independently and to organize, prioritize, and complete assigned tasks efficiently and accurately
- Maintain professional and technical knowledge by participating in training opportunities, reviewing professional publications, networking, and membership in professional organizations
- Maintain regular and reliable attendance and abide by established Library policies
- Excellent computer skills with proficiency in MS Office applications and HRIS platforms
- Excellent written and oral communication skills; listening and people skills
- Ability to write reports, business correspondence, and Library policy clearly and informatively
- Ability to present information clearly and respond to questions from staff, patrons, and members of the community individually and in group settings
- Ability to deal effectively with confrontational individuals and/or challenging situations
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

- Works with Library Director and Management to ensure the Library's compliance with federal and state employment laws, court decisions, and trends affecting personnel policies and procedures (FLSA, FMLA, COBRA, ADA, OSHA/PERRP, etc.), including entering data and generating reports
- Assists with the hiring process including preparation of job postings and receiving/tracking employment application materials, and with the interview, hiring, and on-boarding processes
- Assists with Payroll administration and processing using Paychex Time & Attendance platform
  - Assists with Personnel File Maintenance, as assigned; maintains personnel filing system/employee history to ensure compliance with state and federal regulations; updates payroll/personnel change forms
- Assists with transition to a Human Resource Information System (HRIS)
- Assists with benefits administration, including open enrollment
- Maintains appropriate confidentiality of personnel information

**SALARY AND BENEFITS:** **\$24.87** per hour. Ohio Public Employees Retirement System membership; four (4) wks. vacation, 12 holidays, and sick leave according to CCPL guidelines. CCPL-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans, and voluntary life insurance offerings. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required.