

**HUMAN RESOURCES MANAGER – FULL TIME
MEDINA LIBRARY**

Medina County District Library seeks Human Resources Manager to oversee all aspects of human resources for our award winning public library system with six locations, a staff of 200, and operating budget of \$10.6 million. Seeking outgoing, energetic individual committed to the mission of public libraries. Located in Northeast Ohio in a setting of forested hills and farmland, MCDL serves a population of over 180,000. Medina County’s rural beauty and proximity to Cleveland and Akron make it one of Ohio’s fastest growing counties.

At Medina County District Library, we are working together in an environment of respect, kindness, and integrity to enrich the quality of life county-wide. Through innovation, collaboration, and inclusion, we create community connections. We inspire greatness in each other and the communities we serve.

We find joy in our work and our colleagues. The library is strengthened by our unique personalities, ideas, and experiences. We recognize the importance of encouraging a healthy work/life balance. We inspire the public and each other to be lifelong learners. We strive to create an engaging library environment which is welcoming to all.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Directs all human resource functions for the library system including compensation and benefit administration, labor relations, bargaining unit contract administration, HR policy and procedure development, recruitment and training. Ensures the library's compliance with employment labor laws and regulations. Serves as liaison to bargaining unit and as lead contract negotiator. Assists the director and administrative team with planning, monitoring and evaluating the library’s goals, needs, services and programs. Supervises staff of three. Reports to Director.

QUALIFICATIONS

Candidate must possess Bachelor's degree in HR or related field and a minimum of three (3) years human resources experience; knowledge and experience in all aspects of HR administration, labor relations, benefit and wage administration; excellent communication skills; ability to resolve conflicts; and ability to become an integral member of the administration team. Possession of PHR, SHRM-CP, SPHR or SHRM-SCP certification preferred. Experience in public sector organizations preferred. Experience in a union environment preferred. An equivalent combination of education, training and experience may be considered.

- | | |
|--|--|
| SALARY: | The hiring salary range is \$54,600 - \$62,000
(with placement dependent on experience and qualifications) |
| BENEFITS: | 22 days vacation, sick leave, holidays, group health benefits;
Public Employees Retirement System |
| HOURS: | Full-time; 37.5 hours per week |
| SUBMIT COVER LETTER, RESUME
AND APPLICATION TO: | Application available online at www.mcdl.info/employment
Email to: human.resources@mcdl.info |
| RESUME REVIEW BEGINS: | Friday, April 23, 2021 |

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.