



See Yourself Here.

The Dayton Metro Library is seeking a full-time **Human Resources Manager** to join the Human Resources team based at the Main Library in downtown Dayton. This position reports to the Human Resources and Organizational Development Director. The ideal candidate will be experienced at managing FMLA, workers' compensation, reasonable accommodations under ADA, EEO, Affordable Care Act, and more! If you are a positive team builder who enjoys the compliance side of Human Resources, we want to hear from you! Join our team today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent in any non-English languages spoken in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish and Swahili.

Essential Job Duties

- Keeps abreast of trends and best practices in HR operations and law, and suggests that appropriate changes are made and new procedures are added as necessary. Provides advice on human resources matters and organizational policy matters such as health care, Equal Employment Opportunity, sexual harassment, Americans with Disabilities Act, Family Medical Leave Act, and the Affordable Care Act to the HR Director.
- Under the guidance of the Human Resources Director, ensures compliance with applicable Federal and State laws. Stays current on the Library's organizational structure, personnel policies, and statutes regarding interviewing and hiring practices.
- Provides HR advice, consultation and direction within the Library's policies and procedures and the Collective Bargaining Agreement.
- Works with HR and Organizational Development Director to anticipate and resolve problems and questions, including employee relations issues, in an economical and equitable manner compliant with legal regulations and general Library and HR practices.
- Collaborates closely with the HR and Organizational Development Director in leading, mentoring, and providing administrative direction to managers, supervisors, and staff in a manner that emphasizes team-building and collaboration.
- Collaborates closely with the Equity, Diversity, and Inclusion Director to ensure that EDI is embedded in HR processes, to cultivate a diverse workforce and inclusive organizational culture that is anti-racist. This includes, but is not limited to, recruitment, hiring, retention, advancement and promotion, employee resource groups, staff development and employee relations.
- Assists all employees with understanding and practicing all Library human resources policies, procedures, methods, and guidelines; and communicates and fosters organizational values.



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- Actively participates and assists with all aspects of the Human Resources operational responsibilities including recruiting, administration and training.
- Participates in policy revision and in the formulation of policies and procedures. Interprets Library policies to staff with a patron-responsive management perspective.
- Creates and provides manager training in HR policies and procedures.
- Assists with system-wide decision making through consistent information sharing, regular attendance at manager's meetings and service on committees.

Job Qualifications

- Thorough knowledge of principles, practices, regulations and laws which apply to all aspects of human resources management, including employee benefits administration, FMLA, ADA, worker's compensation, unemployment compensation, OPERS, Federal, State, and EEO employment laws and regulations.
- Bachelor's degree from an accredited four-year college or university in Human Resources, Organizational Development, Training, or related field, and minimum of five years of increasingly responsible experience at a professional level.
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.
- Excellent interpersonal and relationship building skills. Ability to maintain effective relationships with staff, the public, union leadership, and outside counsel.
- Ability to read, analyze, and interpret general business periodicals, professional journals, policy and procedure manuals, labor laws, and governmental regulations.
- Ability to write reports, business correspondence and Library policy clearly and informatively. Ability to proofread and edit effectively.
- Ability to present information clearly and respond to questions from staff, patrons, and members of the community individually and in a group setting.
- Ability to deal effectively with confrontational individuals and/ or challenging situations.
- Ability to connect with others, accept feedback, implement change and motivate staff. Ability to solve complex problems, make difficult decisions and to exercise good judgement.
- Current or previous experience in a large (300+ employee) organization is highly preferred. SPHR certification preferred. Experience in workforce diversity, equity and inclusion preferred.

Compensation and Benefits: The starting salary range for this position is \$58,342. DML offers an exceptional benefits package.

Application Process: Please submit a cover letter, resume and contact information for three employment references to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.