

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Director of Human Resources**

Dept: **Human Resources**

Job Code: **10071**

Reports to: **Director**

Grade Number: **25, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Plan, organize, and direct the human resources and risk management services of the KCLS. Advise management in all areas of human resources.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develop, recommend and implement human resources policies and programs in accordance with KCLS goals and objectives and in compliance with applicable laws and legal requirements.
2. Manage the recruitment and selection processes for KCLS. Approve procedures for recruitment, evaluation, selection and placement. Approve requests for staffing changes.
3. Select, develop, motivate, evaluate and direct the work of department staff. Direct department work flow and procedures.
4. Respond to questions, interpret policy, and counsel KCLS staff and management on work-related issues and concerns. Resolve personnel problems and grievances. Represent KCLS in all external proceedings related to personnel matters.
5. Develop and administer classification and competitive compensation programs.
6. Manage the employee development program for KCLS; develop and administer the system-wide training and development budget.
7. Oversee risk management and loss control services and records for KCLS.
8. Participate in the KCLS planning and goal setting processes. Advise KCLS Board and executive management on human resources issues.
9. Develop and administer the department's annual budget; monitor, approve all expenditures, and assure efficient and economical utilization of all department resources.
10. Manage the employee assistance programs.
11. Perform other related duties as assigned.

Secondary Duties:

1. Assist in staff recruitment processes.
2. Provide back up for other department staff.
3. Participate in various committees.

Communication:

Incumbent has frequent interaction with a broad range of people both in individual or group settings. Contacts may be within the library structure, with the general public, with employee representatives, or with other governmental agencies. Contacts are either by phone or face to face. Sensitive or confidential information is frequently discussed, necessitating discretion at all times. Occasional formal presentations to groups are a part of job responsibilities.

Initiative:

Incumbent is responsible for problem solving across the organization, and for developing organization-wide policies/procedures. Position frequently develops new programs/services or concepts. The job involves a high degree of complexity, and is performed independently with minimal supervision. Work involves recurring situations with occasional variations from the norm. Decisions are made within broad interpretation of applicable laws and government guidelines.

Accountability:

Position involves frequent interruptions with maximum flexibility required. The incumbent has substantial planning and goal-setting responsibilities, including long-term and strategic planning. The position makes decisions that have a broad/far reaching impact across KCLS. Work is seldom monitored by supervisor. An error or delay in work may result in lost productivity for a work group or unit, claims and/or lawsuits, judgments against and other outcomes costly to KCLS. This position is responsible for the operations, equipment, staff and budget for the Human Resources Department, as well as the training budget for all of KCLS. Confidential and sensitive record keeping responsibilities include all personnel records including medical and discipline, and risk management records.

Leadership:

Position includes mentoring responsibilities as a senior management team member. The position takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization to the community.

**DESIRED MINIMUM QUALIFICATIONS**

Education/Experience:

- Requires a Bachelor's degree in Human Resources Management, Public Administration, or a related field.

- A minimum of five years of experience, and evidence of training, experience, or study in functional areas such as personnel policy, classification, pay and benefits, or risk management.

Necessary Knowledge, Ability and Skills:

- Through knowledge of Human Resources policies, procedures and systems used throughout the KCLS.
- Extensive knowledge of HR concepts and techniques in a broad range of areas such as compensation, training, recruitment, selection and risk management and loss control.
- Extensive knowledge of applicable laws and regulations at the federal, state and local levels.
- Considerable knowledge of KCLS staff, employees, organizations and management approach from a corporate as well as individual branch level.
- Considerable knowledge of organizations outside of the KCLS that provide support to KCLS employee's e.g.: Insurance companies, Workmen's compensation, etc.
- Considerable knowledge of English and math.
- Working knowledge of computer systems in support of HR activities and programs.
- Working knowledge of services, programs and materials available through the KCLS.

Ability to:

- Develop and maintain an awareness of, understand and apply all applicable laws, regulations and procedures required by agencies at the federal, state and local levels to the systems in the KCLS.
- Advise KCLS management in all HR areas including developing sound recommendations for changes to existing policy and/or procedures when required.
- Communicate effectively with KCLS management, employees and staff regarding HR related issues and policies.
- Effectively listen to employees and staff as part of understanding their needs and concerns.
- Manage several projects at once and adapt to changing needs.
- Persuade others whose may not be in agreement with policies, procedures or objectives of the KCLS.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Manage time to maximize productivity.
- Manage and supervise effectively.
- Communicate effectively with a diverse population.

Skill in:

- Advising management, staff and employees in all areas of Human Resources.
- Assessing difficult and complex situations/problems and logically finding solutions.
- Employee counseling.
- Discussing difficult sometimes personal issues with KCLS employees at all levels.
- Developing and training staff.
- The use of computer software and hardware.
- Listening to, understanding and interpreting information received from employees throughout the KCLS.

- Reading, writing, speaking and understanding the English language.
- Operating as part of a team orientation in all daily activities, problem solving and dealing with unique situations throughout the KCLS.

### SPECIAL REQUIREMENTS

Washington State Drivers License.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move boxes up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORK ENVIRONMENT

Job is primarily performed in doors in a typical office setting, and involves extensive close work including use of a PC monitor. Incumbent must be available for evening and early morning meetings, and able to serve on-call.

#### Advancement Possibilities:

Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/31/01