

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Technician II (Staff Development)**

Dept.: **Human Resources**

Job Code Number: **10810**

Reports to: **Staff Development Coordinator**

Grade Number: **9, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

General Position Summary:

Under immediate supervision, performs a variety of clerical and administrative support work, providing clerical support for the Staff Development Team.

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. Enroll employees for classes.
2. Set-up classes.
3. Provide clerical support for classes.
4. Maintain Training Department budget.
5. Prepare purchase requests and order Training Department supplies.
6. Send confirmation letters to students regarding class schedules, etc.
7. Input data into Training Department computer records.
8. Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
9. Maintains a variety of training records and data bases.

Secondary Duties:

1. Provides backup to other technicians and assistants.
2. Provide administrative support to other Human Resource functions as required.
3. Other related duties as assigned.

Communication:

This position has regular responsibility for interaction and communication with a broad range of people, both in individual and group meetings. Contacts are generally within the library structure, but may be with other public agencies, volunteers, or similar organizations. Contacts may be either by phone or face to face. Collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequence to the organization could be significant if interactions are not handled well. Sensitive or confidential information may be discussed.

Initiative:

This position operates under general supervision, and generally functions from a set of instructions or written procedures. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations. Decisions are normally arrived at through discussions with own supervisor or coworkers or through a group process. Decisions affect not only the immediate work unit, but the entire system as it pertains to training and staff development issues.

This position has may have some assigned responsibility for creation, development, design or problem solving or new programs, methods, systems, or procedures. However, the requirement to generate new ideas, innovate from current practice, or create original work is only incidental to other aspects of the position.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The incumbent needs to foresee issues associated with own work and identify future needs for supplies, equipment and resources. The position has impact on others to the extent that staff depends on this position for registrations and related training matters. Employees could miss classes or registration deadlines due to errors or delays in the incumbent's work. The work of this position is occasionally monitored or checked by the supervisor. Resources under the control of the incumbent include food, beverages and materials for training classes and the incumbent maintains records of classes attended by all employees as well as the training budget.

Leadership:

This position has no formal responsibility for leadership but is expected to clearly act in accordance with values and vision, especially relative to outside contacts and "customer" service interactions. May be asked to train and/or orient others, including information regarding the library's culture and values. The position develops system-wide flyers and other training related pieces that reflect the values and mission of the Library.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Two years office related experience, HR preferred, or library experience.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of software such as Microsoft Office Word, Excel etc.
- Working knowledge of Internet searching techniques and methods.
- Considerable knowledge of KCLS staff involved with classroom training activities.
- Working knowledge of sources outside the KCLS for food, beverages and other materials in conjunction with class arrangements.

- Working knowledge of the KCLS staff, organization and services.

Ability to:

- Provide support to several tasks at the same time (multi-tasking).
- Be aware of and adhere to frequent deadlines.
- Search the Internet for information relevant to activities.
- Pay attention to detail and multitask.
- Process training program enrollments that require different procedures, sign-up requirements and deadlines.

Skill in:

- The use of computer hardware and software i.e.: Word and Excel.
- Reading, writing, speaking and understanding the English language.
- Working with a teamwork customer service orientation in a variety of training programs, candidates and attendees.
- Organizing classes including attendee notification, meeting arrangements and follow-up.
- Development of a variety of charts, tables, graphics, and figures used in training programs.

SPECIAL REQUIREMENTS

Washington State drivers license.

PHYSICAL DEMANDS

Physical demands of a normal office environment are required. The position requires continuous repetitive motions of the hands/wrists. 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 up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Extensive travel to branch libraries, evening/early AM meetings and extensive PC monitoring work is required.

Advancement Possibilities: (depending on education and experience)

HR Assistant
HR Generalist

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