



## Illinois Heartland Library System

### Position Description

**Position Title:** Human Resource Assistant

**FLSA:** Non-exempt

**Location:** Edwardsville

**Employee Type:** Part-time

**Pay Type:** Hourly

**Fiscal Classification:** Support Services

**Salary Grade:** 5

### Summary:

The Human Resource Assistant performs a variety of administrative and clerical duties for the Human Resource department.

### Essential Duties & Responsibilities:

- Strict confidentiality.
- Compose correspondence, documents, forms, and reports; or format, type and/or proof documents, letters, memoranda, reports, publications and other materials from handwritten or draft copy, or verbal direction; as needed.
- Serve as the back-up receptionist.
- Sort and route incoming and outgoing HR mail.
- Maintain HRIS data and assist employees with on-line self-service.
- Order HR supplies.
- Schedule travel arrangements for HR Director.
- Post positions on various job boards.
- Conduct background checks and schedule drug screens.
- Prepare new hire packets.
- Submit E-Verify.
- Create and maintain employee files.
- Create and distribute monthly birthday flyer and health newsletters.
- Coordinate wellness initiatives.
- Coordinate open enrollment and health changes.
- Support the development and implementation of meetings and special events by creating support materials and assuming responsibility for all logistics such as producing name tags, maintaining attendance lists, and sign-in sheets, setting up the facility for hospitality, purchasing required food, doing general clean-up, etc.
- Any duties as necessary.

HR Assistant (continued)

**Supervised by:** HR Director

**Supervises:** None

**Minimum Education and Experience:**

- Associate degree in a related field or a minimum of 4 years experience in an administrative capacity.
- Proficiency in MS Office.
- HR experience is a plus!

**Licenses or Certifications Required:**

Valid driver's license or other accommodations for travel.

**Knowledge, Skills, and Abilities Required:**

- Knowledge of administrative and clerical procedures such as managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Coordinate and develop statistical information for Operations using various spreadsheets.
- Ability to ensure strict confidentiality
- Ability to establish & maintain effective working relationships with staff.
- Ability to provide timely response to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards staff, member libraries and job duties.
- Knowledge of Microsoft Word, Microsoft Excel, Microsoft Publisher.
- Ability to work independently and prioritize work.

**Working Conditions:**

Work is usually performed in an office environment.

**Telecommuting:**

This position does allow for occasional telecommuting.

**Physical Effort:**

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.

HR Assistant (continued)

- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

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**Date**

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**Supervisor (Print Name)**

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**Supervisor Signature**

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**Date**

**Approved July 2014**