



Illinois Heartland Library System

Position Description

Position Title: Human Resources Coordinator

FLSA: Exempt

Fiscal Classification: Other Professional

Salary Classification:

Summary:

The Human Resource Coordinator guides and supports the overall provision of human resource services and recommends and updates human resource policies and programs.

Duties & Responsibilities:

- Maintain and update human resources documents (such as the Employee Code), the salary equity process, and/or the performance evaluation forms.
- Confer with management to develop or implement personnel policies or procedures.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Assist in administering the performance management system.
- Coordinate the process to evaluate, classify, and rate job positions.
- Develop, recommend and implement the process to identify and implement IHLS health benefits.
- Advise directors and managers on federal, state and organizational human resource policy matters.
- Prepare and maintain employment records related to events such as hiring, termination, leaves, transfers, and promotions
- Assist directors and managers in employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

Supervised by: Chief Fiscal Officer

Supervises: None

Minimum Education and Experience:

Bachelor's degree in human resources or a related field (with a PHR certification is preferred). Minimum three years general human resource experience required.

Licenses or Certifications Required: Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits.
- Knowledge of federal and Illinois state laws, government regulations, and executive orders pertaining to personnel and personnel related issues.
- Knowledge of employee benefit options and administering benefits programs.
- Ability to establish and maintain effective working relationships with directors, managers and other staff.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to read, analyze and interpret professional journals, technical procedures and government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to use good oral and written communications skills for the purposes of negotiating, persuading and conveying information.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to travel in-state as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work required, with occasional overnight travel

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus and clarity of vision at 20 or more feet
- 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.