



St. Charles Public Library
One South Sixth Avenue
St. Charles IL 60174-2195
630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

Human Resources Manager

The St. Charles Library District is seeking a highly collaborative, compassionate, and experienced Human Resources Manager to join our outstanding team of over 100 employees. The award-winning St. Charles Public Library District is located in the scenic Fox River Valley, 35 miles west of Chicago. The Library serves a district population of 55,889 residents.

This is a Full Time, Salaried/Exempt Position - Schedule: 37.5 hours a week, in person

The Human Resources Manager coordinates HR policies, benefits administration, compensation, and ensures that the library is in full compliance with applicable laws. The position works closely with the library director in developing, implementing, and evaluating ongoing HR policies, programs, functions, and activities. They are responsible for recruitment, retention, HRIS systems, personnel records, employee relations, compensation management, legal compliance, union negotiations and labor relations.

The HR Manager must possess the emotional intelligence to discern possible problems and seek to find workable solutions as well as monitor the needs and engagement of staff. They handle sensitive employee situations, oversee grievance/disciplinary meetings, terminations, and investigations.

QUALIFICATIONS:

Experience with: HRIS system/Paylocity; IMRF retirement plans; 457b deferred compensation plans, Benefit Plan administration.

Advanced level of counseling skills including union and grievance procedures; high level of experience in managing conflict resolutions effectively.

Maintains confidentiality and can take the lead on sensitive projects.

Proficiency with MS Office products.

Excellent communication skills, verbal and written.

Exhibits leadership confidence and accepts feedback from others.

EDUCATION AND EXPERIENCE:

Bachelor's degree in human resources, business administration, or a related field; AND five (5) years of human resources management experience including at least two years in a union environment; OR an equivalent combination of education, training and experience.

STARTING SALARY RANGE: \$58,808 - \$75,150; depending on experience and qualifications

TO APPLY:

Applications are available on our website: <https://www.scpld.org/>
Electronic applications with resumes may be sent to: hr-applicants@scpld.org

The St. Charles Public Library is an Equal Opportunity Employer