



## HR Generalist

The St. Charles Public Library is seeking a knowledgeable, organized, and service-oriented Human Resources Generalist to join our Administration team.

Reporting to the Human Resources Manager, the HR Generalist supports a broad range of human resources functions throughout the employee lifecycle—from recruitment and onboarding through benefits administration, payroll, leave management, employee relations, performance management, training, and offboarding.

This is an excellent opportunity for an HR professional who enjoys being a trusted resource to employees and supervisors, balancing multiple priorities, and contributing to a positive and effective workplace.

### **ESSENTIAL FUNCTIONS:**

- Coordinate recruitment activities, including job postings, applicant screening, interview scheduling, candidate communications, reference checks, and background investigations.
- Prepare employment offers, hiring documentation, and onboarding materials for new employees.
- Processes biweekly payroll and maintain accurate payroll and employee records.
- Coordinate payroll-related changes, including compensation updates, leave balances, deductions, and employee status changes.
- Assists in administering employee benefit programs, including health, dental, vision, life insurance, and retirement benefits.
- Serve as a primary resource for employees regarding benefits, enrollment, eligibility, and related questions.

### **KNOWLEDGE & SKILLS:**

- Principles and practices of human resources administration, including recruitment, onboarding, payroll, employee benefits, leave administration, performance management, employee relations, and recordkeeping.
- Federal, state, and local employment laws and regulations.
- FMLA, ADA, COBRA, workers' compensation, and related employment practices.
- Payroll processing principles and benefit administration practices.
- Records management principles and practices.
- Human Resources Information Systems (HRIS), payroll systems, and related software applications.

### **QUALIFICATIONS:**

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- At least three (3) years of professional human resources experience.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification, or the ability to obtain certification within two (2) years of employment.

**BENEFITS:**

- Four (4) weeks of paid vacation, twelve (12) sick days, five (5) personal days, eleven (11) holidays
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities and support for continuing education and conference attendance

**SALARY:** \$51,974 minimum, \$69,299 midpoint, \$86,624 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

**TO APPLY:** Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org),

**Attention:** Katie Amstadt, HR Manager

**Applications are available on our website:** <https://www.scpld.org/>

*The St. Charles Public Library is an Equal Opportunity Employer*