**EMPLOYMENT OPPORTUNITY**

**Human Resources Manager**

**Charles County Public Library – La Plata, MD**

**Grade 15 beginning at $42,900 w/benefits, 25 hours per week**

**POSTING DATE: September 17,2014**

**CLOSING DATE: September 29, 2015 at 5:00pm**

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Charles County Public Library is seeking an energetic and experienced Human Resources Manager to lead and be responsible for planning, directing, maintaining and implementing a comprehensive human resources initiative for the Library, including recruitment, training, benefits, staff development, classification and compensation, employee relations, safety and workers’ compensation. The position serves under the direction of the Library Director.

The successful candidate will effectively oversee all recruitment, selection, and performance evaluation procedures for the library; coordinate with the County to ensure efficient administration of the library’s classification and compensation system; accurately develop and maintain job descriptions, HR policies, and procedures for the Library; coordinate the administration of employee benefits through third party vendors; serve as the retirement and benefits coordinator for the library; develop appropriate strategies to meet future staffing needs; handle employee issues including complaints, grievances, disciplinary actions and regulatory compliance; effectively represent the library on unemployment compensation claims; and demonstrate specialized knowledge of HR policies and procedures including applicable local state and federal laws and ensures compliance. The selected candidate will also be responsible for ongoing supervisor and employee training regarding HR and Library policies and workplace issues.

The position requires a Bachelor’s degree in Human Resources or related field; a Masters Degree in HR management is preferred. The candidate must have seven years of progressively responsible professional human resources experience. PHR or SPHR certification is preferred.

Interested applicants should review the job position posting (on the CCPL website) and complete an application found on the Library’s website: ccplonline.org and send application, cover letter and resume to: Human Resources, Charles County Public Library, 2 Garret Avenue, La Plata, Maryland 20646 by the closing date to be considered.