



## Human Resources Director

Portland Public Library (PPL) is currently seeking a **Human Resources Director**, as a member of Administration.

Reporting to the Executive Director, the Human Resources Director is responsible for the library's human resources management in the areas of planning and policy development, staffing, training, benefits, work environment, employee relations, and volunteer development. This person assists in the general administrative support and management of library operations and the Collective Bargaining Agreement (CBA), to assure the most effective utilization of human resources. This individual promotes employee welfare in support of the Library's service and organizational goals.

This person is responsible for all aspects of the library's human resource management, working collaboratively with the Executive Director and in cooperation with members of Senior Leadership and area Directors. This person directs and supervises the work of the Finance & Human Resource Specialist in the activities which support the human resources functions.

This non-union, administrative position serves on the Library's Senior Leadership team along with the Executive Director, Associate Director, Director of Finance, and Director of Advancement and External Relations.

This is a full-time, **37.5 hours per week** onsite position, normally scheduled for Monday through Friday.

### Nature & Scope

This position:

- Keeps abreast of progressive human resources developments and implements these developments as appropriate while focusing on diversity and inclusion, disability and accommodation, EEO regulations, and workforce planning and management.
- Proactively keeps informed regarding changes in employment law which may affect PPL's operations, and, in conjunction with legal advice, develops policy changes in collaboration with the Executive Director.
- Meets regularly with the Executive Director, Senior Leadership Team, and Directors to share ideas, plans, concerns, and projects while considering PPL's goals and objectives, and recommends policies and plans to implement those goals and objectives.
- Proactively develops recruitment strategies for regular, temporary, union, and non-union positions.
- Develops, updates, and manages the performance appraisal process, providing training as needed.
- Ensures personnel files are maintained in accordance with EEOC, IRS, and DHS regulations.

- Proactively develops, facilitates, identifies general organizational training opportunities for PPL staff, ensuring programs are compliant with employment regulations.
- Ensures that employees are aware of changes to the benefits program.
- Identifies opportunities for staff appreciation and coordinates.
- Maintains knowledge of CBA and ensures new union employees are informed of its provisions and participates in union negotiations.
- Takes appropriate steps to resolve grievances, job reclassification requests, and other matters in an expeditious manner in accordance with the CBA.
- Promotes employee safety, ensures safety training is provided for all staff, and identifies areas of potential risk so they can be addressed proactively.
- Interviews volunteer applicants and recommends to supervisors potential department volunteers.
- Proactively seeks opportunities for professional development by reading professional journals, engaging with the EEOC list serve and the list serves of local law firms, by participating in workshops and meetings, and by consulting other HR professionals.
- Provides leadership to promote a safe and welcoming environment for staff, volunteers, and patrons.

#### **Basic Qualifications, Experience, & Education**

- ***Minimum of four years*** of progressively responsible human resources experience, with at least two at the management level. Demonstrated experience creating a positive work culture and proactively promoting a diverse and inclusive workforce. Minimum of two years of experience leading the employee review process, and overseeing staff matters by employing constructive leadership, coordination, and collaboration.
- ***Bachelor's Degree*** from an accredited college or university with concentration in human resources, business, or organizational development. Equivalent experience in lieu of a college degree will be considered.
- ***HR Certificate, HRCI, or SHRM certification necessary.*** Equivalent experience in lieu of a college degree will be considered.

#### **Work Environment and Physical/Mental Demands**

- This position performs work primarily sitting at a desk in a busy office environment, supporting staff who work in a busy public library environment. Some standing and walking.
- May be expected to lift boxes and office equipment up to 20lbs.
- Must possess excellent organizational and time management skills in order to handle multiple and sometimes conflicting tasks. Must be able to work with minimal supervision regarding time management and have the ability to consistently make sound, ethical decisions in potentially emergency situations. Demonstrated ability to make accurate assessments while establishing and maintaining effective working relationships within the organization.

## **Compensation & Benefits**

Hours & Pay: This is a full-time, **37.5 hours per week** onsite position, normally scheduled for Monday through Friday. Pay for this **salaried position begins at \$80,000/year**.

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave. This position is non-union.

## **How to Apply**

To apply, please send your resume, letter of interest, and three professional references via email at [careers@portlib.org](mailto:careers@portlib.org) or via mail to:

Human Resources  
Portland Public Library  
5 Monument Square  
Portland ME 04101

Initial consideration will begin March 24, 2023.

## **About PPL - Core Values**

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly. For more information, visit our website [www.PortlandLibrary.com](http://www.PortlandLibrary.com).

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.