



Human Resource Supervisor

The Farmington Community Library is seeking a creative, energetic, ambitious and dedicated Full Time HR Supervisor. The successful candidate will be responsible for all HR related functions.

We are a District Library serving the communities of Farmington and Farmington Hills, with a dedicated staff which provides library service in two locations. Each building has a unique personality, and both locations offer excellent service.

Job Summary: This position is responsible for providing a wide range of professional human resource services. Responsibilities include developing and administering human resources programs; assuring legal and regulatory compliance, providing guidance to management and staff, and maintaining all employee records. Handles confidential information. May supervise part-time or full-time staff.

Essential Duties/Responsibilities May Include:

- Leads Library-wide initiatives to enhance and improve the HR programs. Responsible for environmental scanning of best practices and integration of new ideas into existing programs and processes.
- Implements HR programs including, but not limited to: employee relations, talent acquisition and retention, performance management, training and development, organizational development, legal and regulatory compliance, record-keeping, FOIA responses, compensation and salary planning, employee handbooks and policies. Confers with appropriate internal and external experts as needed.
- Provides guidance to management by providing support in a broad range of HR issues including employee relations, discipline, performance improvement plans, investigations, and employee terminations.
- Knowledge of payroll and benefits and all pertinent federal and state regulations, filing, and compliance requirements affecting employee payroll and benefit programs.
- Works with vendors to coordinate the administration of all active employee payrolls and may assist with group benefit programs, including but not limited to: health, including Medicare, and dental insurance, flexible spending, disability and life insurance, health care savings plan, COBRA, and retirement savings plans. May oversee the processing of monthly billings,

collection of all monies and corresponding payments, reconciliation and auditing of all carrier invoices pertaining to benefits. Updates employee payroll records and maintain files.

- Serves as contact for plan vendors, third party administrators, and plan consultant. May assist with Health and Welfare Requests for Proposal (RFP). Ensure payrolls conform to plan provisions and federal and state regulations.
- May supervise part-time staff or full-time staff to include: prioritizing and assigning work; reviewing and approving staff time cards; coordinating staff training; and supporting personnel procedures
- Provides customer service, including but not limited to: responding to various internal or external customer issues and non-routine inquiries; describing programs to customers or vendors and resolving customer complaints; providing required documents to customers; and/or directing customer questions to appropriate staff. May work with external agencies.
- Computer proficiency with the ability to use Microsoft products. Performs general office tasks, prepares various documents, and the drafting of policies and procedures. Ability to work effectively in a team environment with associates. Excellent communication and organization skills.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Minimum Qualifications:

Bachelor's degree in Human Resources or related field and 5 years of experience in professional Human Resource work; at least 3 years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. PHR certification and library experience preferred.

Required Skills and Knowledge:

- Knowledge of HR principles, programs, and practices
- Knowledge of benefits programs
- Knowledge of payroll systems, practices
- Interviewing skills
- Supervisory principles
- Customer service principles
- Applicable federal, state, and local laws, rules, and regulations
- Computers and related systems
- Recordkeeping principles
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

Physical Activity Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally. The type of physical demands usually associated with the essential functions of this classification are: reaching, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Position(s) Available: Full Time HR Supervisor
Exempt Position

Reports Directly to: The Library Director

Salary Range: \$55,000 - \$70,000

Full-time Position: 40 hours per week

Fringe Benefits: Excellent

Please include your cover letter, resume, and application. Application available at:
http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf

Deadline for application packet is December 04, 2020 to:

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