

FIRST REGIONAL LIBRARY**JOB VACANCY NOTICE: HERNANDO, MS**

Posting Date:	February 24, 2025	Removal date:	Until Filled
Location:	HERNANDO, MS		
Position:	HUMAN RESOURCES MANAGER		
Department:	HEADQUARTERS		
Reports to:	DIRECTOR		
Status:	X Exempt	Non-Exempt	(Full-Time)

DUTIES AND RESPONSIBILITIES:

The Human Resources Manager is responsible for providing leadership and guidance to the management team on Human Resources issues, which includes coaching and advice and counsel on resolving complex employee relations issues. Support management through the performance management process. Assist with creating policies and procedures as requested by the Director. Work closely with the Library Director on human resources management issues. In addition, manage the Talent Acquisition program for the FRL System.

Essential Functions:

- Serve as a strategic partner to the Library Director on human resources management issues.
- Communicate human resource issues to the Library Director in a timely manner.
- Manage the Talent Acquisition program, which consists of the entire recruiting cycle.
- Consults with the branch managers on all human resources-related matters.
- Guide managers on matters related to performance issues, FMLA, and ADA.
- Complete all disciplinary action documents for managers prior to submitting them to the Library Director for approval.
- Ensure compliance with all applicable Federal, State, and local employment and labor laws.
- Facilitate conflict resolution between employees and/or between managers and employees.
- Assist in the development of and make recommendations for FRL's Human Resources Policies.
- Work closely with the Facilities Manager to ensure all safety issues and concerns are addressed.
- Guide staff on the interpretation and application of Human Resources policies and procedures.
- Conduct exit Interviews.
- Assist with FRL safety planning and training as needed.
- Manages a branch or department as needed by the Director or Board of Trustees.
- Performs other duties as assigned or required.

MINIMUM REQUIREMENTS:

- Five years of human resources management experience in employee relations required, with strategic, talent management, and/or business development experience.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to work as a cooperative team player.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

BENEFITS AND SALARY:

Salary range: \$ 60,000 to 65,000 annually. Benefits include medical, dental, vision & life insurance; participation in PERS of Mississippi Retirement Plan.

EDUCATION:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree highly preferred.
- Human Resources Certificate, SHRM-CP or SHRM-SCP Certification strongly preferred.

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