This Job Description identifies the major responsibilities of this job.

1. **POSITION PURPOSE**

The Human Resources Coordinator maintains timely processes, accurate data, confidentiality, and courteous customer service practices that promote smooth operations and a respectful workplace. This position provides support to the Human Resources Department in the following functional areas: volunteer management, recruiting, orientation, benefits administration, processing employment changes, HRIS management, employee recognition, and logistics coordination.

**II. RELATIONSHIPS**

The Human Resources Coordinator reports to the Director of Human Resources and serves all Library District employees. Works closely with Finance and Payroll to ensure accurate and timely payroll and personnel change information is processed. This position handles sensitive information and requires a high level of maintaining confidentiality in all matters. The Human Resources Coordinator works directly with all staff, applicants, volunteers and customers. This position exercises diplomacy and professionalism in all situations and is able to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

* Assists in the recruitment process by posting job openings, tracking applications, assisting applicants, reviewing resumes, coordinating interviews, performing background screens and coordinating other parts of the process.
* Supports on-boarding efforts by preparing orientation materials, coordinating facilities and IT logistics, and ensuring completeness of new-hire paperwork. May conduct new-hire orientations.
* Sets Up and maintains employee personnel files, ensures data accuracy and confidentiality.
* Maintains and updates employee records in the HR database and generates reports.
* Maintains electronic and physical HR files in an organized and accessible manner.
* Serves as first point of contact in the Administrative department by answering phones and greeting visitors and interacting with volunteers and applicants.
* Supports the annual benefits open enrollment process and assists employees with benefits enrollment, changes, and inquiries.
* Assists with coordination of human resources training and events.
* Orders HR office supplies, processes purchase requests, opens and sorts incoming mail and performs other clerical functions.
* Provides support for employee committees.
* Provides administrative support to the human resources department as needed.

**Volunteer Coordinator Responsibilities:**

* Works collaboratively with community programs such as SER, RSVP, Housing Authority, Family Assistance Programs, local schools, and other programs to place volunteers.
* Processes volunteer applications, screens applicants, conducts criminal background checks, provides orientation, places volunteers and maintains volunteer records.
* Assists with volunteer events and recognition program.
* Compiles monthly statistics and creates reports

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in monthly department meetings, attends All Staff Development Days, and other training sessions as required to stay informed and current on changes to library policies and procedures and information pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters, telecommunications and print. Stays informed on all Library events throughout the District. Regularly accesses electronic time keeping system, personnel and payroll database and on-line work request system.

**V. QUALIFICATIONS**

**Education and Experience:**   High school diploma or GED required; Associates or Bachelor’s degree in human resources or business is preferred. Two years of administrative work experience preferably in Human Resources is required.

**Skills and Abilities**:

* Demonstrated teamwork and interpersonal skills.
* Proficient computer and technology skills including use of or ability to quickly learn all software programs used in Human Resources to include Microsoft Word, Excel and PowerPoint, HRIS software, electronic time-keeping software, and job boards.
* Ability to maintain confidentiality and handle sensitive information discreetly.
* Exceptional organizational skills and attention to detail.
* Knowledge of general Human Resource functions, policies, procedures and regulations is a plus.
* Excellent written and verbal communication skills including the ability to respond diplomatically to complaints and difficult situations.
* Detail oriented with demonstrated accuracy in editing, proofreading, data entry and basic math skills
* Ability to function effectively under flexible and changing conditions.

**Other Requirements:** Applicants must pass a criminal background investigation.

Equal Opportunity Employer.