

POSITION: Human Resources Director

Organization Group: Director

DEPARTMENT: Human Resources

Level: B

EFFECTIVE: January, 2026

FLSA Status: Exempt

I. JOB PURPOSE

The Human Resources Director oversees all functions of Human Resources to ensure compliance with state and federal laws, rules, and regulations, and serves as a resource to managers and employees, ensuring that policies and procedures are consistently applied throughout the Library District. The Human Resources Director leads practices and objectives that support a culture of engagement, accountability, open interpersonal communication and trust.

II. RELATIONSHIPS

The Director of Human Resources works under the supervision of the Executive Director and serves as a member of the library's senior leadership team and supervises designated support staff. This position works closely with all library managers, employees and volunteers and promotes a positive work environment by maintaining confidentiality and respectful interactions. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background. This position networks with professional and outside organizations.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Communicates with clarity, credibility, and influence across the organization; translates complex HR matters into actionable guidance; listens actively; and builds trust through transparent, respectful, and timely communication.
- Ensures organizational compliance with all state and federal laws, rules, and regulations, and all PCCLD policies and procedures.
- Directs and/or performs consistent recruitment activities for all Library positions, including advertising vacancies, composing job postings, screening applicants, conducting interviews, background checks, making recommendations for hire and extending job offers. Oversees administration of the Applicant tracking system.
- Creates annual goals for the Human Resources department. Develops and administers departmental budget.
- Oversees employee salary and compensation administration.
- Develops employee recognition programs to motivate a high performing work force.
- Oversees the training and program for two All-Staff Development Training days per year.
- Oversees and manages employee data and files ensuring timely and accurate processing of information to HRIS and payroll related systems. Maintains EEOC information.
- Administers the Library's employee performance evaluation system and counsel's employees concerning performance issues.
- Supports PCCLD Administration through policy and procedure development, interpretation and direction, consults on employee relations issues and advises managers and employees on all Human Resource matters.

JOB DESCRIPTION

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- Facilitate IDEA training, education, and initiatives that enhance cultural competence and strengthen an inclusive organizational culture.
- Works closely with the Administrative Team and Steering Committee to evaluate employee benefit plans. Administrator for employer provider group health plans (dental, health, vision, life) and voluntary benefits.
- Oversees the Library District's volunteer program including review of applications, conducts initial interviews, recommends assignments, maintaining records, developing reports, maintain communication with volunteers. Develops and implements activities and programs to promote recognition via monthly programs and quarterly events.
- Develops job descriptions, evaluates jobs, and makes recommendations to the Executive Director and management regarding staffing and compensation
- Supervises the staff of the Human Resources department.
- Sponsors and participates on a variety of employee committees; including Steering committee to address staff concerns and participation in the executive decision-making process, Nesbitt for special celebrations and social functions and Safety and Health to promote a safe and healthy work environment, and a variety of ad-hoc committees and workgroups.
- Designs and oversees new employee orientation. Oversees and administers voluntary and involuntary terminations and retirements.
- Manages all Workers' Compensation and Unemployment Insurance issues, including coverage, claims processes and monitoring continuing costs of such coverage.
- Maintains Safety Manual and ensures compliance.
- Administers all leaves of absence including FMLA, Colorado FAMLI, Workers Compensation and other requested leaves to ensure legal compliance.
- Serves as the organizational lead for workplace ADA compliance ensuring disability-related policies, procedures, and accommodation processes reduce legal risk and support equitable access for employees. Oversees training, documentation, tracking and case resolution.
- Networks and connects with peer library leader Human Resources groups and HR Roundtables.

IV. OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as requested by the Executive Director

V. QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in human resources, personnel management or related field is required.
- Master's Degree or SPHR Certification strongly preferred.
- Must possess five (5) or more years of professional experience in human resources and three years' experience in administrative or supervisory role.

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Core Competencies:

- Knowledge of human resources principles and regulations including state and federal guidelines for employment.
- Must possess exceptional ability to communicate effectively, with attention to detail and clarity, with all levels of staff; resolve issues and explain policies.
- Strong written and verbal communication, producing clear, professional, and error-free materials for diverse audiences.
- Demonstrates strong problem-solving and critical thinking skills.
- Displays professionalism and confidentiality.
- Strong organizational and analytical skills with the ability to create statistical reports and manage finances for the HR department.
- Mastery of HR practices, including the interactive process with ADA accommodations, investigations, job classification, compensation, benefits and employee relations.
- Proficiency with HRIS systems, reporting and analytics.
- Strong facilitation and presentation skills.
- Ability to coach managers and offer guidance in workplace matters.
- Strong project management, prioritization, and documentation skills.
- Capacity to manage confidential and time-sensitive matters.
- Ability to draft policies and high-level documentation.
- Navigates diverse employee needs with empathy and equity.
- Ability to operate in fast-paced and shifting environments.
- Comfortable managing multiple complex issues simultaneously.

Physical and Environmental Requirements:

- Work is performed primarily in a standard office environment with moderate noise and controlled temperature.
- The role involves frequent use of computers and exposure to typical office equipment.
- The employee may experience interruptions, shifting priorities, and urgent or sensitive situations requiring immediate attention.
- Work may occasionally be performed in other district locations or off-site settings for meetings or events.
- Ability to remain in a stationary position for prolonged periods of time while working at a computer or attending meetings.
- Ability to operate a computer and other office equipment, including copy machines, and printers.
- Ability to communicate and exchange information with employees, leadership and external partners in person, virtually, and by phone.
- Ability to observe details on documents, computer screens, spreadsheets, and written communication for extended periods.
- Occasional lifting, carrying, or repositioning of materials such as files, binders or office equipment up to 20 pounds.
- Ability to travel between district locations or off-site venues, when required, for meetings, training, or organizational events.

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Other Requirements: Must be able to work a flexible schedule including weekends and evenings. Must be able to pass a criminal background investigation.

As an **Equal Opportunity Employer**, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.