

Albany Public Library
Director of Human Resources
February 7, 2023

General Statement of Duties: Under the general direction of the Executive Director, the incumbent will lead, plan, direct, and coordinate the Human Resources (HR) department, developing and implementing the organization's recruitment and retention strategy and ensuring legal compliance in all HR matters. Work is performed in accordance with prescribed policy with considerable leeway for independent judgment and initiative.

Job Description:

- Collaborate with senior leadership to understand the organizational goals and strategy related to the recruitment, development and retention of library staff.
- Lead, plan, develop, coordinate, and implement HR policies, processes, training, initiatives, and surveys to support Albany Public Library's strategic plan goals.
- Administer / oversee HR programs including, but not limited to, contract negotiations, compensation, benefits and leave; disputes and investigations; performance and talent management; productivity, teamwork and morale; staff training and development.
- Identify staffing needs and recruitment opportunities; develop and execute best practice for hiring, on-boarding, and talent management.
- Monitor, review, and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommend best practices and policy modifications to maintain compliance.
- Maintain knowledge of advances within the HR profession, regulatory changes, and new technologies in human resources, talent management, and employment law, and make appropriate and timely recommendations to upper management.
- Exercise supervision over the work of subordinate staff.

Additional Desired Skills and Abilities

- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office suite

Minimum Qualifications:

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree and three (3) years of full-time paid experience (or its part-time equivalent) in human resources, public or business administration.

B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of full-time paid experience (or its part-time equivalent) in human resources, public or business administration.

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Salary: Beginning at \$70,000 with an excellent benefit package

Deadline: Until filled

Apply to: **Send cover letter, resume and 3 professional references including email addresses to:**
Human Resources
161 Washington Avenue
Albany, NY 12210
HR@albanypubliclibrary.org