

JOB DESCRIPTION  
BEAUREGARD PARISH LIBRARY

- POSITION: Human Resource Coordinator, Non-Exempt - hourly
- GOAL: To ensure smooth, legally-compliant operations regarding hiring, firing, disciplinary, evaluation and general employment.
- RESPONSIBILITIES: Trains new employees in library policies, procedures and laws. Maintains personnel records and human resource management. Assists supervisors with disciplinary and/or performance reviews. Performs other duties as assigned.

DUTIES:

- Recommend, develop, implement, administer, & maintain policy and procedure documentation, with emphasis on Employee Manual. Ensure policy compliance with local, state, federal regulations.
- Maintain updated legal postings of HR notifications; stay abreast of legal decisions & legislation to assess their applicability to the Library & suggest policy / procedural amendments to comply. Advise administration regarding compliance procedures (FMLA, ADA, FLSA, EEO, etc.)
- Monitor & maintain personnel administration files & personnel records in accordance with all HR laws and policies. Responsible for I9s, LA Workforce e-verify & employment cessation filings, etc. for each employee.
- Develop & maintain the recruiting, interviewing, and on-boarding process; conduct exit interviews
- Counsel supervisors on feedback techniques, documentation requirements, & objective performance reviews; act as witness in counsel sessions, as needed. Train supervisors to coach & discipline employees & monitor sensitive situations.
- Lead internal workplace investigations, as needed. Investigate & review disciplinary actions and advise management on proper course of action; keep Director apprised of key issues.
- Resolve employee concerns; keep Director apprised of key personnel issues.
- Direct the advertising of open positions; interviewing, screening, placing, classifying, and orienting of new employees & internal transfers. Responsible for new hire packets, policy-awareness verification, and other pertinent information for each new employee.
- Regularly audit job descriptions to ensure they remain up-to-date and employees are fairly classified & compensated.
- Acts as back-up for phone coverage and to provide complete library services
- Other duties as assigned

QUALIFICATION:

Bachelor's of Science in Human Resource Management (preferred) or business administration. Will accept 5+ years Human Resource generalist experience or 2+ consecutive years Human Resource experience plus Certificate in Human Resource Management **or** any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

REQUIRED COMPETENCIES:

Highly ethical work practice. Excellent spelling, grammar, and written communication skills as well as telephone and oral communication skills. Ability to follow and give verbal and written instructions; computer skills, ability to work variety of office equipment; ability to work with others as a team member, ability to work pleasantly and with tact. Ability to multitask and maintain calm under pressure. Ability to maintain a high level of confidentiality. Occasional travel required. Must meet

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Essential Library and key Library Management, Public Services, and Technology competencies as defined in the Competency Index for the Library Field (2014). Must pass background check.

**WORKING CONDITIONS:**

Indoor, office conditions to include some standing, sitting, walking, bending, and lifting up to 40 lbs. The employee is regularly required to talk and hear, type, file, focus on paper and electronic monitor.

**HOURS:** 40 per week, some evening and weekend hours required  
**SALARY RANGE:** Level 19; \$13.84 – \$21.06 / hr, dependent upon experience & qualifications. Employee health insurance premium provided.  
**SUPERVISOR:** Director

**APPLICATIONS MUST BE SUBMITTED BY END OF BUSINESS JUNE 29, 2019.**

**Mail or drop off:**

**E-mail: [hrdept@beau.org](mailto:hrdept@beau.org)**

Attn: HR Dept.  
Beauregard Parish Library  
205 S Washington St.  
DeRidder, LA 70634

Beauregard Parish Library is an Equal Opportunity Employer.