



**Staff Member:** OPEN  
**Position Title:** HR Coordinator **Category:** II  
**Reports to:** Executive Director **FLSA:** Exempt

**Job Summary:**

**HR** – Performs all human resource functions including hiring, employee development, performance management, compensation administration, benefits and leave, payroll, and enforcing company policies and practices. Ensures compliance with state and federal laws. Provides consulting on HR related matters to the member libraries.

**Essential Functions:**

**All Staff:**

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the Department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of Department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

**Department Heads:**

1. Develops and coordinates long term and short term plans that support LSLC's mission and strategic plan.
2. Researches trends and innovations in order to implement changes to move organization forward while improving services and operations.
3. Prepares and administers Department budgets and reports according to established procedures, prioritizing and providing strategic financial oversight.
4. Represents and promotes the System's services to member libraries, community groups and partner organizations.
5. Regularly visits and communicates with member libraries, library directors and other stakeholders to determine needs.
6. Facilitates networking and contact between the LSLC, member libraries and other organizations.
7. Oversees supervision of organizational operations in the absence of the System Executive Director in accordance to established guidelines.

**Position-Specific:**

1. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
2. Serves as the retirement plan administrator.
3. Maintains confidential personnel files.
4. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
5. Assures that background checks and employee eligibility verifications are completed.
6. Conducts onboarding and exit processes and related functions.
7. Submits information to payroll service; maintains payroll software database to ensure integrity and accuracy of payroll processing.
8. Assists staff with HR related inquiries.
9. Maintains and assists with updating of job descriptions.
10. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
11. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and diversity, equity, and inclusion.
12. Provides consulting on HR related matters to the member libraries.
13. Performs related or similar duties as directed or assigned.

Duties are performed in accordance with proven management techniques and professional library practices. Travel is required.

**Education and Experience:**

1. Bachelor's degree in Human Resources, Business Administration, or related field required.
2. At least one year of human resource experience preferred.
3. SHRM or HRCI Certified Professional a plus.

**Required Competencies (Knowledge, Skills and Abilities):**

**All Staff:**

1. Able to take direction; manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the general public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.

8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

**Department Heads:**

1. Able to plan, budget and implement programs on a countywide or equivalent level.
2. Ability to supervise, coach and evaluate staff.
3. Ability to effectively understand, devise and carry out LSLC strategic plan.
4. Knowledge of budget development and management.
5. Ability to effectively promote LSLC and departmental services to all stakeholders.

**Position Specific:**

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Ability to prioritize tasks and to delegate them when appropriate.
7. Ability to act with integrity, professionalism, and confidentiality.
8. Thorough knowledge of employment-related laws and regulations.
9. Proficient with Microsoft Office Suite or related software.
10. Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems, currently Evolution payroll and Kronos time and attendance.

**Physical and Environmental Conditions:**

Work typically requires light physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require sitting or standing for extended periods of time.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and, training rooms and libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.