



WESTCHESTER PUBLIC LIBRARY

Job Title: HR Generalist – Library

Position Type: Part-Time (20 hrs/week), starting at \$21/hr.

About Us: Westchester Public Library is a township library operating two branches, a service center, and the Westchester Township History Museum; serving Chesterton, Porter, Burns Harbor, and Dune Acres; located four miles from Indiana Dunes National Park and forty-six miles from Chicago.

We are seeking an organized and self-motivated HR Generalist to support the functionality of the administrative office and enhance well-being and training opportunities for our hardworking staff.

Job Summary: The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and more.
- 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.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- 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.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Answer phones, handle email correspondence, and relay messages effectively. This person must be efficient and detail-oriented, with clear communication skills in all standard formats.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Qualifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- **Experience:** At least one year of human resource management experience preferred. SHRM-CP a plus
- **Skills:**
 - Excellent verbal and written communication skills.
 - Excellent interpersonal, negotiation, and conflict resolution 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 prioritize tasks and to delegate them when appropriate.
 - Ability to act with integrity, professionalism, and confidentiality.
 - Thorough knowledge of employment-related laws and regulations.
 - Proficient with Microsoft Office Suite or related software.
 - Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- **Schedule:** Availability to work a fixed Monday-Friday schedule of 4-hour shifts each day

Physical Requirements:

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Both move about and sit for long periods of time.
- Must be able to access and navigate each department at the organization's facilities.
- Manipulate books and other materials, paper, computers and other technology.
- Speak, listen, and communicate clearly with others.
- See and read; appropriately distinguish words, letters, and numbers.
- Regularly reach for and collect items.
- Infrequently climb, balance, stoop, kneel, or crouch.
- Infrequently move or lift up to 30 lbs., or push carts weighing up to 75 lbs.
- Dexterity to operate office equipment and perform repetitive tasks.

Working Conditions

- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar).

- Occasional outdoor community events, with related exposure to outside elements.
- Regular exposure to noises, scents, and activities of server rooms and other technology-heavy environments.
- Noise level is typically low to moderate.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to Executive Director Heather Chaddock at heather@wpl.lib.in.us. Position will remain open until filled.

Equal Opportunity Employer:

Westchester Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.