

## Employment Opportunity

# Director of Human Resources and Operations Sylvan Way

### **ANNOUNCEMENT NUMBER: 0418-33E**

Kitsap Regional Library seeks a dynamic and innovative Director of Human Resources and Operations. This position is responsible for human resources and facilities management functions throughout the Library and works in collaboration with the library leadership, human resources team, facilities team, and managers and supervisors. This position reports directly to the Library Director.

The beautiful Kitsap Peninsula is located directly across from the vibrant city of Seattle and is easily reached by a state ferry system that offers regularly scheduled ferry runs between Seattle and either Bainbridge Island, Bremerton or Kingston to the north. The Kitsap Peninsula is often referred to as the gateway to the Olympic Peninsula and the Olympic National Forest and serves as a popular destination for all types of outdoor recreation activities, including hiking, camping, kayaking, scuba diving and boating. We enjoy over 200 miles of accessible shoreline.

### **GENERAL DESCRIPTION**

This is a senior management classification that serves as a part of the Kitsap Regional Library Leadership Team. Under the general oversight of the Library Director, The Director of Human Resources and Operations plans, coordinates, manages and directs the operations and activities of the Library's Human Resources, Facilities and Purchasing and Supply (Extension) Departments. Directly supervises five or more positions. Work is performed with significant opportunities for exercising independent judgment and initiative.

### **ESSENTIAL FUNCTIONS**

Any of the following duties may be performed. These examples are representative and do not include all specific tasks an incumbent may be expected to perform:

#### **DUTIES:**

- Participate in the development and management of the Library's long and short-term strategic planning initiatives; identify performance benchmarks and monitor protocols, and develop and/or recommend policies and procedures.
- Develop division goals and objectives consistent with the library's mission and policies; design and implement department procedures, systems and performance standards to achieve the library's objectives, consistent with legal requirements.
- Serve as a core member of the Library's Leadership Team.

- Oversee and direct all functions of the assigned divisions to include Human Resources, Facilities, and Purchasing and Supply (Extension). Human Resources functions include recruiting, compensation, training, employee relations, labor relations, wellness, and the volunteer program. Facilities functions include direction of project planning and maintenance of buildings, furnishings and grounds to create safe, clean, efficient, functional and welcoming facilities. Extension functions include providing direction of planning, organizing, and managing activities related to the inventory, procurement, material handling, courier services, and shipping/receiving functions.
- Develop, implement, administer, review and update library policies, procedures and programs in accordance with applicable Federal and State laws, rules and regulations. Ensure appropriate records keeping system to comply with all federal and state reporting requirements.
- Analyze, develop, recommend and administer Division budgetary requirements; recommend system-wide Human Resources, Facilities, and Extension department needs during budget planning process; monitor and assure efficient and economical utilization of department resources; monitor and authorize expenditures.
- Oversee facilities management for all library facilities and grounds.
- Provide management and oversight of capital projects. Coordinate the development and maintenance of the Library's capital improvement plan (CIP), working closely with staff to establish capital and equipment replacement schedule and funding.
- Oversee and direct contracting, outsourcing and consulting options and resources. Develop and manage RFP, RFQ and other procurement protocols; document and administer sealed bid processes consistent with library policies and state statutes.
- Direct the development of labor relations policies and procedures. Serve as lead member of the collective bargaining team and assume responsibility for contract administration.
- Manage employee engagement and relations to enhance the quality of the library's relationships with its staff. Ensure that employees are knowledgeable about various Human Resources programs and encourage employees to actively participate in programs or benefits designed to enhance their employment experience.
- Direct the administration of an effective automated Human Resources Information System (HRIS) and other record keeping systems to assure compliance with legal requirements and access to information required for making management decisions.
- Direct the implementation of staff development and training programs for current and new employees. Consult with leadership team, supervisors and employees in developing training programs to address current and future needs.
- Attend a variety of internal and external meetings including Library Board meetings, and make presentations to the Board, various internal and external committee and community groups.
- Establish and maintain effective relationships with all building owners.
- Maintain up-to-date MOUs with all property partners and friends groups.
- Manage quality control and prioritization of division projects.
- Perform other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain regular and reliable attendance.
- Knowledge of Human Resources and Facility principles and practices, Federal, State and local laws, rules and regulations.
- Experience in public sector labor relations.
- Experience in managing facility projects and public works construction and contracts in the public sector.
- High level of attention to detail.
- Knowledge of, and the ability to apply, the principles and practices of sound management, including the elements of planning, organizing, directing, controlling, and evaluating.
- Extensive knowledge of project management and ability to manage large-scale facility projects.
- Knowledge of training programs and techniques and the ability to develop effective programs.

- Ability to maintain effective communication with management, employees, applicants, vendors and patrons.
- Ability to communicate effectively verbally and in writing.
- Ability to operate standard office equipment, perform required data entry proficiently and utilize computer software and specialized programs.
- Ability to work with and maintain confidential, personal and sensitive information.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to:

- (CONTINUOUS) seeing, talking, hearing and manual dexterity.
- (FREQUENT) sitting for long periods of time, walking, standing, grasping, keyboarding and repetitive motion of hands/wrists.
- (OCCASIONAL) kneeling, stooping, reaching, bending, crouching, twisting and squatting.
- Requires occasional lifting, pushing, pulling and carrying objects weighing up to 10 pounds and, occasionally, up to 25 pounds. Work is performed indoors under office-type conditions.

### **LIBRARY EXPECTATIONS**

Listed below are expectations of all library employees:

- Excellent customer service for patrons and co-workers.
- Knowledge and support of Kitsap Regional Library's principles of intellectual freedom.
- Knowledge and support of Kitsap Regional Library's policies and procedures.
- Ability to work effectively within a team.
- Ability to adapt to rapidly changing information, technology, work procedures and library services.
- Ability to maintain confidentiality in dealing with patron and/or employee records.

### **SCHEDULE**

This is a full-time exempt position scheduled for **40 hours per week**. The schedule will be determined by the Library Director upon hire and may include weekends and evenings. Please note that schedules are subject to change to meet the needs of the library.

### **QUALIFICATIONS AND EXPERIENCE**

Any combination of education and experience equal to a Bachelor's degree from an accredited four-year college or university in Human Resources, Psychology, Communications, Business Administration, Public Administration and/or related, field plus 6 years of progressively responsible Human Resources and Facilities Management experience, including five years in a supervisory capacity. Preferred qualifications include professional accreditation (PHR or SPHR), two years exposure to a union environment, and project management experience.

*\*A resume and cover letter are **required** for all positions and may be uploaded or copy/pasted and submitted with your application.*

### **BENEFITS & SALARY**

Kitsap Regional Library has a generous Employee Leave Benefit Program, including vacation, sick leave, 11 paid or pro-rated holidays annually and 1 paid or pro-rated personal holiday. The Library also provides medical, vision, dental, life insurance and Employee Assistance Program participation

to qualifying employees. Kitsap Regional Library is a member of the Washington Public Employees Retirement System (PERS).

Compensation range is \$80,377.14 - \$107,872.34 annualized **DOE**.

**APPLICATION INSTRUCTIONS**

To apply for this position and future positions, please visit our website at [KRL.org](http://KRL.org) and select "Employment at KRL" located at the bottom of the page. This position will remain open until **Friday, April 27, 2018**.

Should you need an accommodation and/or assistance with the application process please email [jobs@krl.org](mailto:jobs@krl.org).