

GARY PUBLIC LIBRARY

Human Resources Administrator

Department: Administration

Job Type: Full-Time (37.5 hrs. per week)

Salary: Negotiable (Based on experience)

Work Location: In Person

Reports to: Library Director

About Gary Public Library:

The Gary Public Library is a vital community resource dedicated to promoting literacy, lifelong learning, and cultural enrichment for residents of Gary and the surrounding communities. Through access to information, educational programs, technology, and diverse collections, the library provides opportunities for people of all ages to learn, discover, and connect.

We are seeking an organized, detail-oriented, and self-motivated Human Resources Administrator to support the daily operations of our administrative office and help enhance employee engagement, well-being, and professional development opportunities.

Position Summary

The Human Resources Administrator is responsible for managing the day-to-day human resources functions of the library. This position supports recruitment, onboarding, employee relations, benefits administration, training compliance, performance management, and policy implementation. The Human Resources Administrator ensures compliance with applicable employment laws and regulations while promoting a positive and productive work environment.

Essential Responsibilities & Essential Duties

- **Recruitment & Onboarding:** Oversee the full recruitment and onboarding process, including posting job openings, screening applicants, coordinating, and conducting interviews, facilitating hiring decisions, and ensuring a smooth and effective onboarding experience for new employees.
- **Employee Relations:** Serve as the first point of contact for employee inquiries, mediate workplace conflicts, and guide managers through disciplinary processes.
- **Compliance & Policies:** Ensure company policies align with local, state, and federal labor laws, and maintain accurate employment records and I-9 forms. Handle patron concerns and resolve escalated issues.
- **Benefits & Payroll:** Assist employees with benefits enrollment (health, PERF), resolve claims, and process or verify payroll.
- **Performance & Training:** Administer performance review cycles, track employee development, and coordinate training programs.
- **Administrative Support:** Prepare reports and maintain HR-related records and databases. Support special projects and initiatives as assigned by the Library Director. Maintain confidentiality of sensitive personnel information.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred; equivalent experience may be considered.
- Minimum of three (3) years of progressively responsible human resources experience.
- Knowledge of employment laws, regulations, and HR best practices.
- SHRM-CP, PHR, or comparable professional certification.
- Experience working in a public sector, municipal, nonprofit, or library environment.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict-resolution abilities.
- Exceptional organizational skills and attention to detail.
- Strong time-management skills with the ability to meet deadlines.
- Effective analytical and problem-solving skills.
- Ability to prioritize responsibilities and delegate tasks appropriately.
- Ability to maintain confidentiality and exercise professionalism and integrity.
- Working knowledge of employment laws and regulations.
- Proficiency in Microsoft Office Suite and related software applications.
- Ability to quickly learn and effectively utilize Human Resource Information systems.

Work Environment

- Primarily performed in an office environment within a public library setting.
- Occasional evening and weekend hours may be required to support meetings, events, or operational needs.

Physical Requirements

- Ability to sit, stand, walk, bend, and reach for extended periods.
- Ability to operate standard office equipment.
- Ability to occasionally lift and carry materials weighing up to 25 pounds.

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to: Diana Morrow, Library Director @ morrd@garypubliclibrary.org
This position will remain open until filled.

Equal Employment Opportunity

Gary Public Library is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Selected candidates will be required to successfully complete a pre-employment drug screening and background check as a condition of employment.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required.