

Human Resources Manager

Description

The Washington County Free Library (WCFL) has an immediate opening for an organized and detail-oriented full-time Human Resources Manager. This position will be responsible for all elements of human resources management, including talent acquisition and recruiting, performance management, employee relations, and benefits administration.

The successful candidate must have three years of human resources experience, advanced proficiency with Microsoft Office Suite and the ability to operate and troubleshoot HRIS databases and digital collaboration tools, along with proven experience in successfully navigating employee relations. SHRM-CP, SHRM-SCP, PHR or SPHR certification, or ability to obtain certification, is required. Experience with ADP Payroll and Sage Accounting software is preferred.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Fletcher Branch (Hagerstown) of the Washington County Free Library.

Hours: Full-time (nonexempt); normal Monday-Friday schedule, but varied days and hours during WCFL's regular operating schedule are possible; position subject to system-wide reassignment.

Salary ranges: Anticipated hiring rate will be \$28.84/hour; benefits provided.

Essential Job Duties and Responsibilities

This list is representative and does not include all the duties this position entails:

- Oversees recruitment, hiring and on-boarding practices.
 - Partners with hiring managers to define job requirements and selection criteria.
- Manages compensation and classification systems, benefits administration, and payroll coordination in partnership with finance and administrative staff.
- Serves as a Maryland State Retirement Coordinator.
- Monitors and coordinates compliance with all applicable state and federal labor laws.
 - Creates, updates, and enforces company policies in accordance with federal, state, and local employment laws.
 - Ensures employee handbook is current and effectively communicated.
- Oversees and maintains employee records Of approximately 100 full-time and part-time employees

- Works with the Staff Development Coordinator to support employee development; tracks continuing education units (CEU) in centralized system and reports to Maryland State Department of Education as assigned.
- Supports staff members enrolled in the Library Assistant Training Institute (LATI), reports to the Maryland State Library Agency as assigned.
- Advises staff, managers and supervisors on employee relations matters, performance management, and progressive discipline.
- Other duties as assigned.

Skills, and Abilities

- Ability to align HR practices with organizational goals and anticipate future workforce needs.
- Strong verbal and written communication skills; ability to work collaboratively and build trust across all levels of the organization.
- Demonstrated ability to handle sensitive issues with diplomacy, confidentiality and fairness.
- Capable of mentoring staff, guiding change and fostering a culture of continuous improvement.
- Excellent time management, attention to detail, and ability to manage multiple priorities effectively.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, and to be flexible as needed.
- Ability to organize, plan, and execute work with minimal direct supervision.

Qualifications & Requirements

Bachelor's Degree in Human Resources or relevant field. SHRM-CP, SHRM-SCP, PHR or SPHR certification, or ability to obtain certification.

Experience in public library, non-profit organization or municipal government is highly preferred.

Total Compensation Package

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.
- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).
- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.

- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
 - Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate

To apply: Email resume and completed employment application to Admhr@washcolibrary.org. Application can be downloaded at <https://www.washcolibrary.org/>. Applications received by Monday, August 25, 2025 will be given first consideration.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.