

Job Title:	Human Resources Assistant II	Job Classification:	Assistant II
Department/Group:	Administration	Job #:	569
Location:	Downtown	Position Type:	22 hrs./wk.
Level/Salary Range:	\$17.19/hour	Schedule:	Monday 9:30 a.m. - 4:00 p.m. Tuesday 9:30 a.m. - 3:00 p.m. Thursday 9:30 a.m. - 4:00 p.m. Friday 9:30 a.m. - 3:00 p.m.
HR Contact:	Leslie Ellsworth	Date posted:	March 12, 2019
Benefits:	Holiday, Vacation, and Sick Leave, Flexible Spending Plan, Employee Assistance Program, KPERS, Deferred Compensation Plan		
Posting url:	http://www.olathelibrary.com/employment		

Application Deadline: Position open until filled

<p>FAX OR E-MAIL: (913) 971-6839 or lellsworth@Olatheks.org Subject Line: Attention: HR Department/Assistant II #569 ONLINE APPLICATION: http://www.olathelibrary.org/employmentapplication</p>	<p>MAIL: Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061</p>
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Job Description

SUMMARY
Olathe Public Library seeks an enthusiastic individual with excellent communication skills who is organized and enjoys juggling competing priorities to provide clerical and administrative support and assistance with the day to day operations of HR functions.

ROLE AND RESPONSIBILITIES

Essential Duties:

- Know and explain library service available to customers
- Assist library customers in the location and use of library materials, equipment and service technology
- Maintain effective courteous working relationships with all library customers and staff
- Works as a team member with other staff and volunteers
- Participates in the library planning process
- Participates in library staff meetings and training directly related to their area of responsibility
- Knows and enforces library policies in area of responsibility
- Provides clerical assistance as needed within assigned department.
- Consults with other staff to pool knowledge for the benefit of the user
- Develops and implements service and programming ideas under direct supervision
- Begins troubleshooting equipment problems and reports to the appropriate staff

Specific Duties:

- Answers employee questions
- Creates and distributes documents

- Maintains confidentiality for all staff
- Provides excellent customer service to organization employees
- Post job ads and organizes resumes and job applications
- Responds to requests and inquiries regarding recruitment
- Prepares new employee files
- Orients new employees to the organization
- Collects employment and tax information
- Ensures background checks are completed
- Compiles, updates and distributes Staff Directory and e-mail directory as needed
- Maintains staff mailboxes at the DT library
- Responds to requests for information from employees, management, outside agencies and the public
- Maintains current HR files and databases
- Maintains records related to grievances, performance reviews and disciplinary actions
- Maintains the key log and distributes keys for both locations
- Performs file audits to ensure that all required employee documentation is collected and maintained
- Assists with planning special library events and celebrations (Staff Day, National Library Worker’s Day, Staff Party, Open Enrollment Meeting, etc.)
- Duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

Physical Requirements:

Work involves bending, reaching, lifting to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and scanning equipment is required. Regular contact is made with employees, volunteers and the general public

Education and Experience:

At least 60 hours of college undergraduate credit and/or two years’ experience at the Assistant I level. Intermediate level proficiency using Microsoft software applications (specifically MS Word, Excel, and Outlook)

PREFERRED SKILLS

Prefer candidates with prior experience in Human Resources or a supervisory position. Prefer candidates that can accurately type 45+ words per minute. Prefer candidates with a knowledge of Paylocity or other HRIS system

Last Updated By:	Leslie Ellsworth	Date/Time:	3/12/2019
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