



BALTIMORE COUNTY PUBLIC LIBRARY
320 York Road
Towson, Maryland 21204
410-887-6177
www.bcpl.jobs

VACANCY ANNOUNCEMENT
Full-time Position

- POSITION: Human Resources Generalist, Grade 69
- SALARY RANGE: \$39,485 - \$61,240
- LOCATION: Administrative Offices – Human Resources Department
- NATURE OF WORK: Under the general direction of the Human Resources Manager, performs a variety of human resources functions for specific branch libraries and departments within the organization. Work is performed in multiple functional areas including: benefits administration, recruitment and employment, staff & retiree relations, staff safety, performance management, and staff recognition and retention. Performs benefits administration to include claims resolution, reporting changes, invoice reconciliation, & communication of benefits information to staff. Supervises support staff members within the Human Resources Department. Coordinates and participates in the recruitment and employment process for non-exempt and exempt positions. Consults with managers and supervisors regarding staff relations concerns, including performance management and corrective action issues. Interprets appropriate laws and policies and advises management and staff. Actively communicates HR policies, plans, and procedures to all staff. Performs other related duties as assigned.
- MINIMUM QUALIFICATIONS: Bachelor's degree and more than three years experience of increasing responsibility within a human resources department. Knowledge and use of an automated HRIS, preferably *Abra*. Experience working with retirees and benefits administration preferred. Additional experience beyond the minimum will be considered, year for year, in lieu of a bachelor's degree.
- ESSENTIAL REQUIREMENTS OF THE JOB: Ability to handle confidential information with discretion and tact. Ability to communicate effectively and tactfully, verbally and in writing, with the public and staff at all levels. Demonstrated commitment to customer service. Strong organizational skills, project management skills, decision making ability and independent judgement. Analytical ability, aptitude for figures and ability to handle money. Ability to remember and follow through on multiple details. Excellent coaching and interpersonal skills. Physical ability to use a computer keyboard and telephone. Regular job attendance. Knowledge of Microsoft Office products. Flexibility, initiative, natural curiosity, sense of humor, and the ability to work under pressure. Desire and ability to contribute independently and as a member of a team.
- CONDITIONS OF EMPLOYMENT: Position is subject to systemwide transfer. May be required to work some evenings and weekends. Must be able to travel throughout the system and to outside meetings. **Requires a pre-employment physical and drug screen.**
- HOW TO APPLY: **Applications and resumes** should be submitted in writing no later than **5 p. m. on July 17, 2009** to the Human Resources Department at 320 York Road, Towson, MD 21204. Fax: 410-887-3025. Email: human_resources@bcpl.net (MS Word attachments only). Applications may be submitted online at www.bcpl.jobs.
- DATE ISSUED: June 17, 2009
#2009-038

Baltimore County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to their race, color, religion, sex, national origin, sexual orientation, disability status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT – 410- 887-6177 OR TDD - 410-821-5705. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.