



# JOB POSTING

**The Whatcom County Library System values diversity and inclusion and we are interested in hiring candidates that are representative of the communities and patrons we serve.**

**POSITION:** Human Resources Manager

**DEPARTMENT:** Administration

**RESPONSIBILITIES:** The Whatcom County Library System (WCLS) seeks an experienced **Human Resources Manager** to provide leadership, administration, and delivery of a full-range of human resources functional areas to promote a supportive, inclusive, learning-oriented work environment for the Whatcom County Library System; supervises Learning Coordinator; and serves as a member of the management team. The Human Resources Manager is responsible for:

**Recruitment and Retention:** Develops innovative, valid, and non-discriminatory selection processes that support equity, diversity and inclusion. Coordinates and distributes all internal and external employment postings. Manages selection process in conjunction with department staff, including applicant review, screening and interviewing; participates in new hire orientation and training.

**Compliance:** Develops and updates personnel policies and procedures. Assesses and assures consistent interpretation and compliance with relevant local, state and federal laws and regulations, collective bargaining agreement, and Library policies and procedures. Advises supervisors of issues to minimize legal risk to library. Administers FMLA, FLSA, ADAAA, COBRA and other programs; develops and maintains forms and procedures to ensure legal compliance; communicates with staff and supervisors on changes in laws. Creates and maintains personnel and other confidential files for all employees.

**Classification and Compensation:** Develops and administers classification and competitive compensation programs. Analyzes position duties and qualifications and develops or revises job descriptions.

**Labor Relations:** Serve as liaison and fosters relationships with union leadership. Coordinates labor negotiations process and preparation; makes recommendations for grievance resolutions; advises supervisors and managers regarding a wide range of labor relations issues including disciplinary action; works to maintain positive labor and employee relations including serving as a mediator.

**Benefit Administration:** Acts as a liaison with benefit providers; assists employees with benefit plan interpretation, enrollments, changes and problem resolution; coordinates annual renewal process and open enrollment.

**Creates and fosters strong relationships throughout the organization:** Consults, advises and guides supervisors and managers in duties relative to the employment process and the handling of employee workplace concerns, questions and complaints. Assists employees in developing skills to resolve workplace concerns; establishes communication channels for resolving workplace concerns; facilitates formal conflict resolution.

**QUALIFICATIONS:** You are a positive and professional leader and manager with a strong understanding of the full range of human resources activities in the public sector. You have excellent organization and communication skills and a proven track record of effective human resource management and positive labor relations. You are knowledgeable of state and federal labor and employment law. Requires the ability to speak, understand, and write English clearly and concisely. Requires a Bachelor's degree in Human Resources or a related field, and five or more years' recent,

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.



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progressively responsible, and professional experience related to the duties of the position, including at least two years of leadership experience. **Experience with interest-based problem solving and negotiations in a unionized public-sector environment strongly preferred.** Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered. New employees are subject to a CRC (criminal records check) per RCW 43.43.832.

**THE LIBRARY SYSTEM:** WCLS has been sharing stories in Whatcom County since 1944, currently through ten branches, a bookmobile and outreach services. With a reputation for exceptional customer service, innovation, and fiscal accountability, WCLS holds a collection of more than 490,000 items and has implemented services such as downloadable eBooks, e-magazines, e-music and e-audiobooks, music streaming, chat reference service, text messaging, and a mobile app. WCLS strives to provide top-notch library services in an energetic and inclusive environment that fosters professional growth, creative problem solving, collaboration, and an appreciation for humor.

**LOCATION:** Primary work location at WCLS Administrative Service Center, 5205 Northwest Drive, Bellingham, WA 98226. Perennially recognized by the national media as one of the best places to live in America, Whatcom County is a place that truly has something for everyone. With magnificent natural scenery, skiing and snowboarding at Mt. Baker, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Located 90 minutes from Seattle and within an hour of Vancouver, British Columbia, the County is the perfect mix of friendly rural communities with the amenities and attractions of large cities nearby.

**POSITION:** FLSA exempt management position with 40 regular scheduled weekly hours (part-time schedule of at least 30 hours per week may be considered at the request of successful candidate); some evening and weekend hours may be necessary on an occasional basis. Successful candidates may be required to adapt to future schedule changes depending on library needs.

**COMPENSATION:** Hiring salary range between \$89,683 and \$95,064 annually for full-time position and pro-rated accordingly for a part-time schedule (negotiable based on experience), with excellent benefits including paid vacation and sick leave, 12 paid holidays, employer-paid medical, dental, vision, and long-term disability insurance, Public Employees Retirement System, Employee Assistance Program (EAP), deferred compensation plan and supplemental benefits available, and a fun and innovative work environment that values the contributions of our employees.

**POSTING DATES:** Monday, 08/23/2021 to Friday, 09/17/2021

**APPLICATION:** Submit a completed WCLS Application Packet\* via email, mail, or hand delivery by 5:00 pm on Friday, 09/17/2021 to:

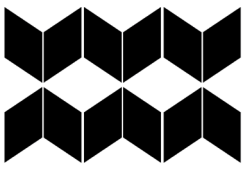
Christine Perkins, Executive Director  
Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226  
Phone: (360) 305-3601

Email: [hrmanager@wcls.org](mailto:hrmanager@wcls.org)

**\* APPLICATION PACKET MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library, or online at <https://www.wcls.org/work-with-us/>)
- Résumé and cover letter that illustrates your relevant professional experience in human resources and labor relations, and how it would help you meet the demands of this position.
- Answers to [supplemental questions](#)

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whatcom county  
**library system**

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**JOB BEGINS:** As soon after hiring as possible.

**SELECTION:** Selection criteria may include the contents of the application, oral interviews, public presentation, and skills testing. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled **ONLY** with best qualified applicants, based upon applications, résumés and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.