

Title: Human Resources Generalist	Classification: Specialist
Primary Work Location: Norristown, PA	Department: Administration
Supervisor: Executive Director	Number of Employees Directly Supervised: 0
Status: ☒ Regular ☐ Temporary	Fair Labor Standards Act Status: Exempt
☒ Full-time ☐ Part-time	Hours: <u>37</u> hours/week (Days, Occasional Evenings and Weekends)

Statement of Responsibilities:

The Human Resources Generalist is responsible for leading and managing all HR functions for Montgomery County-Norristown Public Library. Overseeing HR duties of approximately 100 employees across five branches, this role ensures that the library's workforce is effectively recruited, supported, developed, and retained in alignment with the Library's goals, policies, and public service values.

The HR Generalist serves as a strategic partner to leadership and a trusted resource for staff, fostering a positive, equitable, and compliant workplace environment. This role is responsible for performing routine tasks required to administer and execute human resource programs, including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

Key Responsibilities:

Employee Relations

- Serve as the primary resource for employee relations matters, including conflict resolution, workplace concerns, and disciplinary issues.
- Conduct workplace investigations and recommend appropriate corrective actions consistent with Library policies and employment laws.
- Participate in disciplinary meetings, performance counseling, investigations, and employee separations.
- Respond to employment-related inquiries from applicants, employees, and management.
- Promote a respectful, collaborative, and inclusive workplace culture.
- Support organizational management initiatives across all Library branches.
- Conduct exit interviews and coordinate offboarding activities.
- Develop and administer employee orientation, onboarding, and employee recognition programs.

Performance and Talent Management

- Develop, administer, and continuously improve the Library's performance evaluation process.
- Assist management with employee goal setting and professional development initiatives.
- Coach managers on performance management, employee development, documentation, and corrective action.

Talent Acquisition

- Manage the full-cycle recruitment process for all professional, administrative, and support staff positions.

- Partner with hiring managers to assess staffing needs, recruit, interview, and coordinate the selection of qualified candidates.
- Promote equitable hiring practices and ensure compliance with equal employment opportunity requirements.
- Prepare employment offer letters and coordinate pre-employment requirements, including background clearances, physical examinations, driving records, and employment eligibility reviews.
- Coordinate onboarding programs to ensure successful integration of new employees.

Training and Professional Development

- Develop and deliver training for Department Heads and Branch Managers on relevant topics, including best practices for all aspects of the employee life cycle.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and professional licensure.
- Create and identify training for all staff.
- Coordinate the Library's annual Staff In-Service Day.
- Maintain training records and training resource materials.
- Identify training needs and coordinate professional development opportunities.

HRIS, Payroll, Human Resources Administration

- Maintain and manage accurate employee records within the HRIS (ADP).
- Work collaboratively with the Accountant to ensure accurate payroll processing, personnel budgeting, W-2 administration, and ACA reporting.
- Maintain HR data, reporting, and personnel records.
- Recommend and implement process improvements that increase operational efficiency across all branches.

Benefits and Leave Administration

- Administer employee benefits programs, including medical, dental, vision, retirement, life insurance, disability, FSA, and leave programs.
- Educate employees regarding benefit options and HR policies.
- Coordinate annual open enrollment and maintain benefits records.
- Administer leave programs, including FMLA, ADA accommodations, PWFA accommodations, parental leave, and other applicable leave programs.

Compliance and Risk Management

- Maintain strict confidentiality regarding personnel matters, financial information, legal matters, vendor information, and other confidential Library information. This information is deemed confidential and may not be disclosed to anyone or any group without approval of the Executive Director.
- Stay current with employment laws and human resources best practices.
- Ensure accurate updates to employee records, specific policies, handbooks, and trainings that are aligned with legal updates and best practices.
- Maintain updated employee records related to required clearances, certifications, continuing education, professional licenses, and mandatory training.
- Maintain knowledge of HR trends and best practices, emerging technologies, and changes in employment law.

- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain personnel records and reporting in accordance with legal and organizational requirements.
- Represent the library during unemployment compensation matters, workers' compensation matters, and PHRC/EEOC proceedings.
- Serve as the Library's Risk Control Coordinator.
- Conduct or coordinate HR audits and required reporting, including I-9 audits, ACA reporting, EEO-1 reporting (when applicable), payroll audits, and other regulatory reporting.
- Conduct or acquire background checks and employee eligibility verifications.

Compensation

- Partner with the Accountant and Executive Director in developing the annual personnel budget.
- Administer compensation programs and ensures internal equity and market competitiveness.

General Responsibilities

- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Minimum of one (1) year of progressive experience in human resource management preferred.
- SHRM-CP or PHR certification preferred.
- Strong knowledge of employment laws and HR best practices.
- Strong analytical and problem-solving skills.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Strong attention to detail and the ability to manage multiple priorities while meeting deadlines.
- High level of confidentiality and professionalism.
- Proficient in Microsoft Office Suite and HRIS software, preferably ADP.
- Current valid driver's license and reliable transportation.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Ability to lift or carry up to 30 pounds
- *Ability to adjust to floor and/or overhead level
- *Ability to remain in a stationary position and/or move for extended periods of time

Manual/physical dexterity requirements

- *Ability to manipulate keyboard of computer, typewriter, or other office equipment
- *Ability to manipulate mouse, pointing device or other input device
- *Ability to manipulate data cables, cords, connections, or similar power and data devices
- *Ability to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Ability to use telecommunication devices to communicate
- *Ability to read, interpret, prepare, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within thirty (30) days of hire and renewal every sixty (60) months thereafter.
- Complete at least six (6) hours of continuing education every two (2) years as required under Act 37 of 1999 (24 Pa, C.S.A §9335 (b)(4)).

Please note that 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 cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Management reserves the right to assign or reassign duties and responsibilities at any time, with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Print Name: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Revised: July 7, 2026