



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1700 Markley Street, Suite 116, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: <https://mcnpl.org>

Human Resources Generalist

The Montgomery County-Norristown Public Library (MC-NPL) is seeking a Human Resources professional who enjoys balancing strategic partnership with hands-on HR administration while making a meaningful impact on both employees and the communities they serve. 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.

Benefits we provide:

- Starting annual salary of \$65,000
- Work schedule: 37 hours per week
- Medical, vision, and dental insurance
- No-cost group life and ADD&D insurance
- Employee Assistance Program
- 403(b) employer contributions

About Us:

Our mission at MC-NPL is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people's lives. MC-NPL has been fulfilling our mission for over 230 years. In addition to library services, we also serve as the district center that provides consultation, support, and delivers items to all 34 libraries throughout Montgomery County, Pennsylvania. In 2024, our main Library, bookmobile services, and four branches circulated over 971, 812 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

General 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.
- Develop and administer employee orientation, onboarding, employee recognition programs, and offboarding activities.

Performance and Talent Management

- Develop, administer, and continuously improve the Library's performance evaluation process.

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.
- Prepare employment offer letters and coordinate pre-employment requirements, including background clearances, physical examinations, driving records, and employment eligibility reviews.

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.

Connected to the World • Committed to the Community • Inclusive of All

- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and professional licensure.

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.

Benefits and Leave Administration

- Administer employee benefits programs, including medical, dental, vision, retirement, life insurance, disability, FSA, and leave programs.
- 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.
- Ensure accurate updates to employee records, specific policies, handbooks, and trainings that are aligned with legal updates and best practices.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Represent the library during unemployment compensation matters, workers' compensation matters, and PHRC/EEOC proceedings.
- Serve as the Library's Risk Control Coordinator.

Compensation

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

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.

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates, please submit an application at <https://mcnpl.org/employment/>. Please direct all inquiries to the Human Resources Department at mnhr@mcclinc.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*