



About WGRLS

The West Georgia Regional Library System (WGRLS) is a dynamic and community-focused public library dedicated to providing accessible resources, educational opportunities, and cultural enrichment to the residents of a 5-county region in West Georgia. With a commitment to fostering a welcoming and inclusive environment, we are seeking a Human Resources Manager to join our team and contribute to the success and growth of our organization.

Position Overview

As the Human Resources Manager at WGRLS, you will play a crucial role in supporting the library's mission by managing all aspects of human resources functions. This includes recruitment, employee relations, payroll and benefits administration, performance management, training and development, and policy implementation. The successful candidate will be a strategic thinker with excellent communication and interpersonal skills, capable of fostering a positive workplace culture. After the first month of employment, a hybrid remote work schedule is available. This position reports directly to the System Director.

Starting Date: May 1, 2024

Application Period: 3/20/2024-4/5/2024 or until position is filled

Essential Functions

- Recruitment and Onboarding:
 - Lead the recruitment process, including job posting, candidate screening, and interviews.
 - Collaborate with hiring managers to identify staffing needs and ensure a diverse and qualified workforce.
 - Oversee the onboarding process for new employees, ensuring a smooth transition into the organization.
- Employee Relations:
 - Foster positive employee relations by addressing concerns, resolving conflicts, and promoting open communication.
 - Conduct investigations into employee issues and provide guidance on conflict resolution.
 - Develop and implement policies and procedures to maintain a healthy and inclusive workplace culture.
- Payroll and Benefits Administration:
 - Process payroll and oversee timekeeping and attendance.
 - Calculate wages, salaries, deductions, and withholdings.

- Manage employee benefit programs, including health insurance, retirement plans, and other employee perks.
- Provide guidance to employees on benefit options and assist with open enrollment processes.
- Performance Management:
 - Implement and oversee performance appraisal processes to ensure fair and consistent evaluations.
 - Provide coaching and support to managers in conducting performance reviews and setting performance goals.
- Training and Development:
 - Identify training needs and coordinate professional development opportunities for staff.
 - Facilitate training sessions on HR-related topics and compliance.
- Compliance:
 - Stay informed about relevant employment laws and regulations, ensuring the library's compliance.
 - Ensure compliance with WGRLS policies including personnel, travel, and relevant sections of the financial policy.
 - Maintain accurate and up-to-date employee records.
 - Perform monthly bank reconciliations.
 - Other duties as assigned.

Qualifications

Required:

A bachelor's degree from an accredited college or university. Proven experience in human resources management, preferably in a public or non-profit setting. Knowledge of employment laws and regulations. Strong interpersonal and communication skills. Ability to handle confidential information with discretion.

Preferred:

Bachelor's degree in Human Resources, Business Administration, or a related field.
Experience in a library setting.
SHRM or HRCI certification.

Salary and Benefits

\$60,000 annually. Benefits include health insurance through the State Health Benefit Plan, incidental types of insurance through GaBreeze, annual and sick leave, and enrollment in the Teachers Retirement System of Georgia.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org. Position open until filled. Employment is contingent upon a satisfactory background check.