



## **JOB POSTING #37-21**

**Title:** Human Resources Associate, full-time

**Location:** County Library, Westampton

**Salary:** \$43,402

**Open:** December 23, 2021

## **DESCRIPTION**

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The Human Resources Associate will be responsible for the day-to-day management of a busy human resources office at the Burlington County Library for approximately 150 employees. The Human Resources Associate will serve as the front-line contact for employee issues, will have outstanding interpersonal skills and an ability to manage tasks, and will have the ability to address individual and department needs with professionalism and appropriate discretion and confidentiality. The individual will facilitate tasks at the library and work with the County Human Resources team for support. Examples of work include:

- Respond to employee concerns under direction of the Library Director and County Human Resources dept.
- Assess, prioritize and act on requests that require additional support in conjunction with appropriate County sources (i.e. Benefits, Payroll, and Family Leave etc.).
- Oversee and facilitate the recruitment and selection of new employees including but not limited to: advertising job postings, collecting and evaluating employment applications, gathering documentation for hiring and onboarding.
- Oversee attendance tracking and respond to payroll concerns in partnership with the County Payroll department.
- Prepare reports and routine correspondence in connection with personnel work. Compile data and information such as current roster, vacancy list, and personnel actions. Maintains records and files.
- Handle issues regarding FMLA, NJFMLA, ADA, Workers' Compensation, New Jersey Civil Service Commission etc. in conjunction with County Human Resources team.
- Provide support for staff training and continuing education goals.
- Other duties and responsibilities, as assigned.

## **REQUIREMENTS**

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- Ability to maintain strict confidentiality regarding payroll, benefits, and employee issues.
- Demonstrate a positive attitude and support of library goals and objectives.
- Demonstrate ability to communicate effectively, including proficiency in clear and concise oral and written communication, as well as telephone etiquette skills.
- Ability to handle multiple tasks, deadlines; be detail-oriented with excellent organizational skills.
- Proficiency with basic technology and applications such as Microsoft applications as well as cloud-based file management solutions such as Dropbox, Google Docs and more.
- Bachelor's degree preferred.

## **SCHEDULE**

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40 hours per week, Monday-Friday.

Submit a resume including **#37-21 by January 17, 2022 via e-mail:** [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us)

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.*