

Allegany County Library System
31 Washington Street
Cumberland, MD 21502
301-777-1200

VACANCY ANNOUNCEMENT

POSITION: Director of Human Resources – Part Time, 20 hours a week/ Fixed schedule Monday - Friday.

SALARY: Grade 12 , \$28.43 per hour

NATURE OF WORK: Leads and directs the delivery of effective human resources services at the Allegany County Library System. The Director of Human Resources will be responsible for overseeing benefits, payroll, employee relations, leave, implementing and enforcing company policies and procedures, training, performance management, onboarding, recruitment, and ensuring compliance with EEO/Affirmative Action, federal, state and local laws. Ensures consistent application of HR programs, policies, and practices used across ACLS. The Director of Human Resources will be an integral part of the Administrative Team that develops, implements, and oversees library projects, plans and initiatives.

REQUIRED SKILLS AND ABILITIES:

Strong administrative, time-management, prioritization and organizational skills (managing multiple priorities, projects & tasks simultaneously). Superior English fluency in verbal, written, editing and verbal presentation skills are an absolute necessity, as is a proven background in creating and modeling effective approaches to change-management.

Outstanding customer-service orientation and approach to all stakeholders. Ability to operate and understand all MS Office Suite functions, company utilized software packages, Outlook, applicant-tracking software or other recruitment systems, and on-line survey and feedback platforms.

Excellent verbal and written communication skills, with strong attention to details. Ability to quickly adapt as situations change and make the best possible decisions with the information at-hand. Excellent interpersonal, negotiation, and conflict resolution skills. Ability to create and implement sourcing strategies for recruitment for a variety of roles.

Proactive and independent with the ability to take initiative.

Excellent time management skills with a proven ability to meet deadlines. In-depth knowledge of employment laws, regulations, and HR best practices. Aptitude in problem-solving. Ability to act with integrity, professionalism, and confidentiality. Desire to work as a team with a results-driven approach. Ability to work under and meet tight deadlines and deliverables. Ability to manage multiple tasks simultaneously

MINIMUM QUALIFICATIONS:

Minimum 5+ years of experience as a Generalist/Human Resources experience. A Bachelor's degree or equivalent work experience in human resources, business administration, education/training, instructional design, organizational development, educational psychology, communications, marketing, or related field.

CONDITIONS OF EMPLOYMENT:

The ability to sit and/or stand & walk (when facilitating training) for long periods of time. Physical capability to effectively use and operate various items and equipment related to successful performance of job. Significant standing, walking, moving, carrying, bending, reaching and handling, pushing, and pulling. Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs); and extensive use of a computer terminal. Ability to work with limited supervision. Ability to maintain composure in stressful work situations. Possession of a valid Driver's License.

APPLICATION DEADLINE:

Friday April 25, 2025

HOW TO APPLY:

Submit a letter of interest and resume to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: aeverett@alleganycountylibrary.info

Allegany County Library System is an equal opportunity/affirmative action employer.