

**DIRECTOR OF HUMAN RESOURCES  
(Albany Public Library)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Executive Director, the incumbent will lead, plan, direct, develop and coordinate the policies, activities and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Collaborates with senior leadership to understand the organizational goals and strategy related to staffing recruitment, development and retention;
- Leads, plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs;
- Administers or oversees human resources programs including, but not limited to, contract negotiations, compensation, benefits and leave; disputes and investigations; performance and talent management; productivity, teamwork and morale; training and development;
- Identifies staffing and recruiting needs; develops and executes best practice for hiring and talent management;
- Monitors, reviews and ensures the organization's compliance with federal, state, and local employment laws and regulations, recommends best practices and policies modification on processes to maintain compliance;
- Maintains knowledge of trends, best practices; regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate change in policy, practice, and resources to upper management;
- Facilitates professional development, training, and certification of staff;
- Supervision is exercised over the work of subordinate staff;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Excellent verbal and written communication skills;
- Excellent interpersonal and negotiation skills;
- Excellent organizational skills and attention to detail;
- Excellent time management skills with a proven ability to meet deadlines;
- Strong analytical and problem-solving skills;
- Ability to adapt to the needs of the organization and employees;
- Ability to prioritize tasks and to delegate them when appropriate;
- Thorough knowledge of employment-related laws and regulations;
- Proficient with Microsoft Office Suite or related software;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree and three (3) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration; OR

B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration; OR

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.