



FLSA Status: Non-Exempt
Reports to: Library Director

Position Summary

The HR Coordinator will be responsible for facilitating all HR functions and processes.

Job Duties and Responsibilities

- Manage employee schedules and time off
- Coordinate payroll and IMRF benefits with City of East Moline
- Facilitate health, FSA, and life insurance benefits
- Assist with employee evaluations
- Regularly update job descriptions, interview candidates, and onboarding
- Maintain employee records
- Compliance with Illinois laws and regulations
- Implement safety and other trainings
- Employee relations
- Other duties as assigned

Skills and Strengths

- Communication
- Time-management
- Problem-solving
- Detail-orientated
- Teamwork
- Interpersonal skills
- Discretion

Required Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Knowledge of Illinois and federal labor laws and employment regulations
- Proficiency in HR administration, payroll, and employee management
- Excellent written and verbal communication skills
- Ability to handle confidential information with discretion

Preferred Qualifications

- Two years experience working in an HR position.

- Experience working in a library or similar setting.

Working Conditions

- Location: On site at East Moline Public Library
- Hours: Part-time at 20 hours per week; Monday-Friday; Flexible schedule
- Salary Range: \$22.00-\$24.00 per hour dependent upon experience and education

Physical Requirements

- Standing or sitting for long periods of time
- Bending, stooping, climbing, reaching, handling, fine manipulation skills
- Vision: near, far, and color; speaking; hearing