



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

TALENT MANAGEMENT SUPERVISOR

HUMAN RESOURCES

LIBRARY 21C

(40 hours, exempt)
Position # 210746002

- DATE POSTED:** September 9, 2019
- LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- SALARY RANGE:** \$22.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week per the following schedule:
Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/jobs on the application tab.
2. **Required:** Resume and cover letter highlighting your relevant work experience and qualifications for the position should be submitted in the following file types: .doc, .docx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086.

CLOSING DATE: This position will remain open until filled; preference given to applications received by **September 23, 2019** at 9:59 p.m., MDT. PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met
- must understand and comply with PPLD's drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

TALENT MANAGEMENT SUPERVISOR (cont.)

POSITION SUMMARY

Operates in a diverse environment to help fulfill the Library's mission by overseeing the staff recruitment, selection, and hiring processes. The position provides management coaching on employment law and best practices.

ESSENTIAL FUNCTIONS

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manages PPLD recruitment, selection and hiring processes; monitors postings from advertisement through selection on internal tracking software to ensure progress toward candidate placement.
- Ensures compliance with EEOC, state and federal employment laws; serves as Human Resources contact for supervisors, and applicants regarding hiring questions.
- Develops and implements effective recruiting and hiring procedures and practices that attract a diverse and highly qualified candidate pool for all positions.
- Advertises PPLD job openings using a variety of recruiting methods, including website, print media, social media, job fairs, career centers, and educational institutions.
- Educates hiring managers on best practices in hiring decisions, using written and oral communications as well as formal training sessions. Provides exceptional customer service when responding to staff and applicant inquiries.
- Evaluates and measures talent management processes; applies creative problem-solving to address existing/emerging needs, challenges, and enhancements.
- Assists with workforce planning, job descriptions, position analysis/reclassification, and workplace investigation.
- Conducts onboarding orientation for new staff in human resources content areas.
- Ensures hiring supervisors are trained in effective hiring procedures and compliance with applicable laws and policies in the pre-screening and post-employment processes.
- Builds engaging relationships through trust, teamwork and communication within the organization and in the community, including human resources peers and job candidates.
- Creates a "WOW" experience for all candidates at every step in the hiring process.
- Collaborates with supervisors to advertise, select, and place work-study student positions around the Library District coordinating programs with sponsoring organizations.
- Attends job fairs, recruiting and outreach events to ensure opportunities are promoted to the entire community.
- Maintains documents and processes pertaining to recruitment and hiring, including the HRIS system, position descriptions, and job postings.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Assists with HRIS applicant system troubleshooting.
- Processes job verification requests from lending institutions or staff members as necessary.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on district-wide teams.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library or other professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

TALENT MANAGEMENT SUPERVISOR (cont.)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates advanced knowledge of human resources principles and best practices, especially in the areas of talent management, applicant tracking systems, and workforce planning.
- Demonstrates knowledge of state and federal human resources regulations and guidelines.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels.
- Demonstrates exceptional ability to use applications software, including human resources management products, Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

EDUCATION AND EXPERIENCE:

1. Requires a Bachelor's degree in human resources or a related field; Master's degree preferred.
2. Requires a minimum of three years of human resources experience in recruiting, workforce planning, career planning, job description development, HRIS and employment practices.
3. Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) and/or SHRM CP/SCP.
4. Bilingual ability is a plus in serving a diverse community.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to lift up to 30 pounds occasionally.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.