



# Employment Opportunity

## Human Resources Specialist Full Time

Central Services, St. Peters, MO

The St. Charles City-County Library has an immediate need for a Human Resources Specialist to join our dynamic team! The Human Resources Specialist is responsible for providing day-to-day support to managers and employees in multiple areas of Human Resources. The Human Resources Specialist will provide general support in the areas of recruitment, onboarding, leave administration, benefit administration, and policy interpretation. Qualified candidates will have experience working in HRIS, Inova/UKG Ready is a plus. Advanced skills in Microsoft Excel are ideal. Duties will include tracking all personnel changes including hires, separations, salary changes, and performance appraisals along with some payroll data entry. This position reports to the Human Resources Manager.

The ideal candidate must be able to work independently with general instruction, perform duties with a high level of accuracy and handle sensitive situations with objectivity and professionalism. BA/BS degree and two years closely related professional experience are required.

Schedule: Monday through Friday 8:30am-5:00pm.

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off. Pay rate is \$29.37 per hour.

Our library branches serve all residents of St. Charles County by providing a robust collection of materials, many programs and events, and superior customer experiences! Every day we get to live our mission: Empowering Minds. Enriching Communities. Inspiring Lifelong Learning. The future looks bright - join us!

For priority consideration return a [SCCCL Application](#), a cover letter and resume to any branch, or email to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or send to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of August 25, 2025. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. We provide equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

8/15/25-8/25/25

**Description Number:** K2  
**Position Title:** Human Resources Specialist  
**Salary Grade:** K  
**FLSA Classification:** Exempt  
**Reports To:** Human Resources Manager  
**Revision Date:** 8/7/2025

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### **Position Summary**

The Human Resources Specialist is responsible for providing day-to-day support to managers and employees in all aspects of Human Resources, including but not limited to recruitment and selection, employee relations, benefit administration, policy review and interpretation, employee wellness initiatives, and training programs. Also manages the recruitment, orientation, placement and retention of volunteers throughout the Library. May assist with special projects. Performs work independently with general instruction and broad directives.

### **Essential Expectations**

1. Assist managers with recruitment and selection of new hires.
2. Onboard new hires/offboard separating employees.
3. HRIS duties including data entry, report writing, and system set-up/configuration.
4. Respond to questions regarding Human Resources policies and procedures.
5. Advise managers in the areas of employment law and regulations.
6. Assist with employee benefit programs and COBRA.
7. Support library-wide safety initiatives, procedures and training.
8. Assist with employee relations and performance investigations.
9. Process workers' compensation claims.
10. Coordinate the volunteer process within the Library.
11. Organize recognition programs for staff or volunteers.
12. Demonstrate professionalism in all verbal, written and digital communication when interacting with colleagues, supervisors/management, and customers.
13. Practice active listening by giving full attention to others, showing understanding, and responding appropriately.
14. Exhibits professionalism by respecting the decision of supervisors/management and adhering to established policies and procedures.
15. Represents the Library positively and professionally by consistently communicating about the mission, services and staff in a respectful and supportive manner.

### **Duties**

1. Advertise vacancies and monitor response levels. Screen resumes, and assist with the interview process. Manage background checks and the E-Verify process.
2. Track various employee trainings.
3. Process and track employee life cycle changes.
4. Maintain employee files with a high level of accuracy.
5. Answer questions related to Human Resources policies and procedures.
6. Facilitate the onboarding & offboarding processes.
7. Support HR Manager with policy development, budget preparation, wellness initiatives, and compensation studies.
8. HRIS duties: create monthly, annual, and special reports; enter new hire data; set-up and maintain system tables/configurations.
9. Lead or assist with special projects within the department or organization.
10. Process FMLA requests and short-term disability.

11. Oversee all aspects of the workers' compensation process, from injury reporting to return-to-work.
12. Work with employees on ADA accommodation requests.
13. Review and submit HR related vendor invoices for payment.
14. Work with managers to maintain accurate budgeted staffing levels.
15. Reconcile and process benefit invoices; assist with employee benefit questions/issues; process benefit changes/elections; fulfill benefit reporting requirements; and assist with Open Enrollment.

### **Skills**

1. Extensive knowledge of federal, state, and local employment laws.
2. Strong verbal and written communication skills, coupled with a high level of accuracy.
3. Ability to develop and deliver training programs.
4. Ability to handle sensitive situations with objectivity and professionalism.
5. Ability to build and maintain professional relationships with managers and employees.
6. Ability to protect and preserve confidential information.
7. Ability to research and analyze data to make informed decisions.
8. Flexibility to respond quickly to changing job demands and prioritize multiple responsibilities.
9. Proficiency with Google and Microsoft products.

### **Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Sufficient clarity of speech and hearing to communicate well with employees and customers.
2. Sufficient vision to produce and review a wide variety of Human Resources materials, written correspondence, reports and related materials in both electronic and hard copy form.
3. Sufficient ability to lift and move materials or files.
4. Sufficient personal mobility to attend meetings at various locations within the Library and community.
5. Ability to perform computer work for extended periods of time.

### **Education and Experience**

1. Bachelor's degree in related field.
2. Two years related professional experience.
3. HRIS experience is a plus.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.