

Employment Opportunity

Director of Human Resources

Full Time (Exempt)

Central Services, St. Peters, MO

The Library is seeking a strategic, results-driven Director of Human Resources to lead our HR department and serve as a key partner to library leadership. In this position you will oversee all core HR operations—including but not limited to recruitment, employee relations, compensation, benefits, and compliance—while supervising an established HR team. In this role, you will provide solutions-oriented guidance on complex personnel matters, strengthen internal HR processes, and support and empower our Library staff committed to driving positive community impact.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, Nonprofit Administration, or a related field required.
- Minimum of ten (10) years of progressively responsible Human Resources Experience.
- Master's degree in Human Resources, Business Administration, Nonprofit Administration, or a related field, or a Law degree preferred.
- SHRM-SCP, SPHR, or equivalent professional certification preferred.
- Public-sector, governmental, nonprofit, or public-library experience preferred.

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.

Starting Salary is \$98,217.60.

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 by empowering minds, enriching communities, and inspiring lifelong learning. The future looks bright - join us!

For consideration, submit a cover letter, resume, and an [SCCCL Application](#) by **Monday, October 12, 2026**. Application materials can be emailed to jobs@stchlibrary.org or mailed to SCCCL, Human Resources Department, 77 Boone Hills Drive, P.O. Box 529, St. Peters, MO 63376. 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. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status. The Library participates in E-Verify.

9/28/26-10/12/26

Director of Human Resources

Position Title: Director of Human Resources

Department: Human Resources

Reports To: Chief Administrative Officer

FLSA Classification: Exempt

Salary Grade: R

Position Summary

The Director of Human Resources is the Library's senior Human Resources leader and reports directly to the Chief Administrative Officer. The Director provides strategic and operational leadership for the Human Resources function and serves as a trusted advisor to Library leadership on workforce, organizational, and employment matters.

The Director oversees recruitment and selection, employee relations, compensation and classification, benefits, leave administration, performance management, training and professional development, workforce planning, employee engagement, volunteer program coordination, and personnel policies and procedures. The position ensures that HR programs and practices are effective, consistent, equitable, and compliant with applicable laws and Library policies.

The Director provides objective and solutions-oriented guidance on complex and sensitive personnel matters, strengthens HR systems and practices, and supports leaders in building and retaining a high-performing workforce. The position supervises Human Resources staff, exercises considerable independent judgment and discretion, and maintains strict confidentiality in the administration of personnel matters.

Essential Functions

Human Resources Leadership

1. Direct and oversee the daily operations, priorities, workflow, and service delivery of the Human Resources department.
2. Advise managers on employee relations, performance management, personnel practices, policy interpretation, and employment requirements.
3. Lead and oversee employee relations matters, workplace investigations, performance concerns, complaints, and disciplinary processes.
4. Administer, interpret, and recommend improvements to personnel policies, procedures, and practices.
5. Monitor changes in federal, state, and local employment laws and ensure compliance with applicable requirements.
6. Maintain appropriate confidentiality of personnel, medical, legal, and other sensitive employee information.
7. Oversee the Library's Human Resources Information System (HRIS) and ensure accurate and timely employee records.
8. Prepare and analyze HR reports related to staffing, turnover, recruitment, compensation, benefits, leave, and other workforce measures.
9. Prepare required employment, retirement, benefits, and regulatory reports, including LAGERS certifications.
10. Work closely with payroll to ensure accurate administration of payroll, benefits, leave, compensation, and related employee information.
11. Coordinate unemployment claims, including required documentation, agency responses, hearings, and related records.

Recruitment, Training, and Workforce Development

1. Lead the Library's recruitment and selection processes, including job postings, candidate screening, interviews, selection, background checks, onboarding, and orientation.
2. Partner with managers to identify current and future staffing needs and develop effective recruitment and retention strategies.

3. Develop and oversee employee training, professional development, leadership development, and supervisory training programs.
4. Evaluate the effectiveness of recruitment, onboarding, training, and professional development programs and recommend improvements.
5. Provide leadership for the Library's volunteer program, including volunteer recruitment, placement, documentation, standards, and support for departments utilizing volunteers.

Compensation, Benefits, and Leave

1. Administer the Library's compensation and classification programs, including job descriptions, position evaluations, salary structures, market analysis, internal equity, and related practices; perform compensation analyses and make recommendations regarding these programs.
2. Maintain accurate position, salary, FTE, and compensation information.
3. Work with the Chief Financial Officer to evaluate the financial impact of compensation and staffing recommendations.
4. Administer the Library's employee benefit programs, including health, dental, vision, life insurance, disability, the 457 and MO LAGERS retirement plans, flexible spending accounts, accident insurance, wellness initiatives, and other benefits; review premium calculations and related statistical data, and resolve administrative issues with insurance carriers.
5. Oversee COBRA administration and related compliance requirements.
6. Administer paid leave programs.
7. Oversee FMLA and other legally protected leave programs, including eligibility, required notices, documentation, tracking, and return-to-work processes.
8. Oversee requests for reasonable accommodation under the Americans with Disabilities Act (ADA) and applicable laws.

Workplace Culture and Employee Relations

1. Demonstrates professionalism in all verbal, written, and digital communication when interacting with colleagues, supervisors/management, and customers.
2. Exhibits professionalism by respecting the decision of supervisors/management and adhering to established policies and procedures.
3. Practices active listening by giving full attention to others, showing understanding, and responding appropriately.
4. Monitor employee feedback, engagement surveys, exit interviews, turnover, and other workforce indicators and recommend appropriate actions.
5. Advise managers on employee engagement, communication, accountability, retention, and effective supervisory practices.
6. Support organizational change, staffing transitions, employee wellness, and employee assistance initiatives.
7. Coordinate injury reporting, workers' compensation matters, and claims with third-party administrators, accommodations, and return-to-work processes.
8. Support the Library's response to claims of discrimination, harassment, retaliation, and other employment-related complaints, including matters involving the Missouri Commission on Human Rights (MCHR), Equal Employment Opportunity Commission (EEOC), and other regulatory agencies.
9. Represents the Library positively and professionally by consistently communicating about the mission, services, and staff in a respectful and supportive manner.

Performance Management

1. Lead the Library's employee performance management and evaluation programs.
2. Provide guidance to managers regarding performance expectations, documentation, coaching, corrective action, and employee development.
3. Develop tools and training to help managers effectively manage employee performance.
4. Define and monitor key performance indicators (KPIs) for the Library's human resources and talent management functions, evaluating organizational success and market competitiveness using these metrics.

Knowledge, Skills, and Abilities

1. Partner with executive leadership to support the Library's long-term mission and strategic goals and develop talent management initiatives aligned with those objectives.
2. Research, design, and implement competitive compensation structures, benefits, performance appraisal systems, and employee incentive programs.
3. Provide strategic guidance and leadership to the Human Resources team, assisting in the resolution of HR, compensation, benefits, employee relations, discipline, grievance, and conflict-resolution matters.
4. Ensure organizational compliance with applicable employment, benefits, insurance, safety, and related federal, state, and local laws and regulations; maintain current knowledge of relevant laws, regulations, and best practices in employment law, human resources, and talent management.
5. Prepare and manage the Library's staffing and Human Resources departmental budgets.
6. Engage in ongoing professional development through participation in industry conferences and networking events.
7. Thorough knowledge of employment laws and regulations.
8. Ability to interpret policies, laws, regulations, and employment practices and communicate requirements clearly.
9. Ability to exercise independent judgment and discretion within established policies and organizational direction.
10. Perform additional duties as assigned to support the Human Resources function.

Essential Physical Abilities

Accomplished with or without reasonable accommodation:

1. Sufficient clarity of speech and hearing to communicate effectively with employees, managers, vendors, and community members.
2. Sufficient vision to produce and review reports, correspondence, personnel records, and related materials.
3. Sufficient personal mobility to attend meetings and conduct business at various Library locations and within the community.
4. Ability to work on a computer for extended periods.
5. Ability to occasionally lift and move files, materials, or equipment.

Education and Experience

1. Bachelor's degree in Human Resources, Business Administration, Nonprofit Administration, or a related field required.
2. Minimum of ten (10) years of progressively responsible Human Resources experience.
3. Master's degree in Human Resources, Business Administration, Nonprofit Administration, or a related field, or a Law degree preferred.
4. SHRM-SCP, SPHR, or equivalent professional certification preferred.
5. Public-sector, governmental, nonprofit, or public-library experience preferred.
6. Equivalent combinations of education, professional experience, and relevant certifications may be considered.