



Ajax Public Library
55 Harwood Ave. S.
Ajax, ON L1S 2H8
905-683-4000
ajaxlibrary.ca

Position: **Coordinator of Human Resources**
Classification: Full-time, Exempt, Temporary (2-year contract)
Location: Main branch with occasional travel to other locations, and hybrid
Salary/Wage: \$93,205.56 - \$107,186.70 / year
Schedule: 35 hours per week, evenings and weekends required
Date Posted: June 28, 2024
Internal Closing Date: July 12, 2024
External Closing Date: August 30, 2024

Position Summary

Under the direct supervision of the Manager of Corporate Services, and as part of the Library's leadership team, the Coordinator of Human Resources provides support for the Library's corporate Human Resources functions, including recruitment, health and safety, accessibility, labour relations, job evaluation and corporate training.

Education and Experience

- Post-secondary diploma from an accredited community college in Business Administration or related discipline, with a focus on Human Resources management;
- CHRP preferred;
- Minimum of five years' relevant experience in the public sector or in a mid-sized not-for-profit environment; Library experience an asset;
- Minimum of one years' relevant supervisory experience, preferably in a unionized environment.

Preferred Skills

- Demonstrated ability to meet the required core competencies of the position;
- Demonstrated experience in executing the key duties of the position;
- Proven commitment to superior customer service;
- Proven knowledge of the Windows-based Office computer environment with intermediate-level Microsoft Excel skills;
- Detail-oriented, proactive thinker;
- Familiar with an ISO environment and quality management;
- Demonstrated experience with project management tools and software;
- Valid Class 'G' driver's license with a clear abstract.

Position Responsibilities

Key Duties

- Provides assistance to the Manager of Corporate Services.
- Coordinates the Library's Human Resource programs and initiatives: full cycle recruitment, employee engagement, staff health and safety training and assists with the administration of staff working conditions.
- Makes recommendations to the Manager of Public Services on policies, procedures and training related to human resource functions.
- Supervises staff and student placements/volunteers; including, probationary reviews, performance evaluations, and performing disciplinary actions where necessary;
- Responsible for the maintenance of the schedules, attendance management, and related human resources issues for work units and placements;
- Assigns work and tasks to work unit employees and follows up to ensure assigned work and tasks are performed properly;
- Attends and participates in management and supervisory meetings; including those where matters regarding personnel are discussed; and,
- Serve as a representative on management committees (i.e. Collective bargaining committee, pay equity committee, (Labour Management committee) and/or, Joint Health and Safety committee. Attend arbitrations.

Human Resource Duties

- Provides human resources support to the Corporate Services function and all staff.
- Manage, maintain and updates HR information systems.
- Manages the hiring of new staff and all new employee onboarding.
- Manage the Attendance Management program.
- Maintains HRIS system by setting up all new employees on electronic system, maintaining employee personal information and personnel records, updating training records, etc.
- Full cycle recruitment process; including the preparation of job postings, vetting resumes, assist with interviewing of candidates and write job offers.
- Ensures Police Checks are received for all new hires and volunteers, 18 years of age.
- Conduct HR investigations.
- Assists with job descriptions maintenance for all library positions.
- Coordinates the JJEC Pay Equity / Compensation Review
- Coordinates the process for the PARP evaluation for all staff.
- Coordinates Labour Relations matters; distribution of grievance documentation, emails and letters.
- Coordinates Collective Bargaining committee meetings, agreements and correspondence.

Other Duties

- To promote and adhere to the workplace values of the Library, i.e. intellectual freedom, connection, inclusion, and equity.
- Tracks all expenditures for delegated budget lines, negotiates with, and monitors the performance of vendors and suppliers.
- Is accountable for any budget to actual variances for delegated budget lines.
- Prepares reports and statistics as required by the Manager of Corporate Services.
- Administer payroll in the Finance Assistants absence.
- Other library related duties as assigned.

Core Competencies

- **Accountability:** Translates corporate and work unit goals and objectives into practice. Consistently delivers on work plan objectives as assigned by the Manager. Creates collaborative relationships with Town of Ajax's Operations staff who maintain the Library's facilities. Accepts responsibility for actions, work performance, errors and results of individual and team efforts.
- **Communication Skills:** Writes and speaks effectively. States own opinions clearly, concisely, tactfully, and explains the reasoning behind the opinion. Maintains confidential communications. Communications are respectful and inclusive. Actively listens to the communications of others and respects individual communication styles. Can communicate effectively when dealing with work unit employees. Communications demonstrate professionalism.
- **Customer Service Focus:** Able to identify and plan proactively to satisfy the needs of both internal and external customers. Listens and responds effectively to customer questions, and is dedicated to resolving problems to the customer's satisfaction. Applies corporate principals to customer service, including the commitment to exceed customer expectations. Committed to making service appropriate accommodations for customers with specialized needs.
- **Effective Decision Making:** Recognizes and resolves issues in a timely manner. Is able to identify key issues and employ logical thinking in order to take action in priority sequence. Anticipates potential consequences of decisions. Understands annual budget cycle and considers the availability of funds in budget lines under his/her authority when making a decision. Evaluates and learns from both successful and unsuccessful decisions and implementations. Knows when it is appropriate to ask for input from supervisor or communicate decisions to supervisor.
- **Initiative:** Has significant autonomy, and is expected to pursue innovative ideas that further organizational goals. Proactively identifies problems and recommends solutions within service area.
- **Leadership:** Supervises staff and occasional student placements. Models excellence by engaging in desired behaviours and service standards. Encourages work unit employees to take ownership in decision-making and problem-solving. Uses positive influence to encourage work unit employees and team members to deliver results in an efficient and effective manner. Delegates work appropriately to work unit employees.

- **Technical and Professional Competence:** Requires minimal oversight. Understands the Library's Human Resources-related policies and the collective agreements. Assumes responsibility for continuous professional development. Maintains awareness of broader public library service trends.
- **Teamwork:** Adept at developing and maintaining collaborative relationships with others to achieve business goals. Seeks the opinions of others when developing strategy. Can work effectively as a team leader and as a member of a team.

What's In It For You

- Competitive compensation and overall benefits package;
- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Discounted employee membership to Town of Ajax Fitness Facilities;
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who are constantly inspired to do great work.

We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.

Application Information

How to Apply

Candidates are invited to apply electronically to libraryjobs@ajaxlibrary.ca.

Cover letter and résumé must be submitted in Word or PDF format.

Applications must be received by 5:00 p.m. on the closing date mentioned above.

Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.

Provisions of Employment

Please note Ajax Public Library requires a satisfactory vulnerable sector/Criminal Records Check from all successful candidates.

Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice,

Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodation will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.