



Job Description

Associate Director of Organizational Development

Reports to: Director

FLSA: Exempt

Supervisory Responsibility for:

Pay grade: 12

Human Resources Manager, Human Resources Generalist

SUMMARY OF ROLE

Our new position of Associate Director of Organizational Development will provide leadership in the holistic development of the library's organizational culture, practices, and systems to improve the overall effectiveness of the library staff and organization. This work will include creating and implementing improvements for employees, including aspects of human resources, and spearheading initiatives designed to advance the library's ongoing commitment to equity, diversity, and inclusion. Serving as a strategic and operational leader, the Associate Director of Organizational Development will work under the direction of the Library Director and in regular collaboration with the management and supervisory team.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND DUTIES

- Advise our leaders and managers in the pursuit and implementation of policies, programs, and practices that attract and retain top talent and highlight the library as an employer of choice.
- Recommend and guide new initiatives and support ongoing programs and practices to build and increase opportunity, equity, diversity, and inclusion.
- Provide guidance and enable the development of supervisors and managers in their roles for supervision of people including in recruitment and selection, policy application, performance management, and complaint/concern resolution.
- Develop and maintain effective working relationships to help all employees thrive and succeed in their roles, leading to retention of talented and skilled people.
- Lead the HR team and plan, develop, and implement HR processes, including for:
 - Sourcing and recruitment of new staff.
 - Compensation strategy and practices, rewards, and recognition.
 - Planning and administration of employee benefits as well as health and wellness initiatives. Lead annual open enrollment.
 - Employee/labor relations and issue/case management.
 - Performance management, including coaching, development or corrective action.
- Plan, develop, and implement a program of learning and development for employees. Identify training needs, performance gaps, and career development opportunities and recommend solutions.
- Recommend, develop and implement initiatives for a volunteer program that enhances the overall capabilities of people resources.
- Select, train, guide development and manage performance of staff. Act as role model, assist and contribute to development of staff in home department and across the library.

Nothing in this job description restricts the rights of Skokie Public Library to supplement or otherwise modify the responsibilities and duties of this job at any time. Reasonable accommodations may be made to enable individuals with disabilities or other needs to perform the essential functions of the position.

Revised 10/27/22



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- Support other administrative functions and services, such as payroll, as needed.
- Contribute to collective bargaining negotiations and contract administration.
- Other responsibilities and duties as assigned.

QUALIFICATIONS

- Bachelor's degree in human resources, organizational development or related field; or equivalent work experience in HR or in leadership in an administrative role
- At least 5 years of experience related to Responsibilities
- Broad competency, knowledge, and skills to collaborate with a culturally diverse workforce and community
- Excellent communication skills
- Project management expertise
- Ability to influence and guide strategic planning for optimal effectiveness of people and processes in the delivery of services
- Experience in the development and/or implementation of HR-related policies, processes and practices
- Record of leading and providing operational HR or other administrative services
- Record of using data to drive analysis, recommendations, and decisions
- Experience in public library, government unit, or public taxing body desirable
- Knowledge of current and emerging local, state, and federal employment laws and regulations
- Experience with collective bargaining and labor relations desirable

Physical Requirements: Standard office environment

Onsite/Remote/Hybrid Work Location Requirements: Hybrid onsite/remote

Travel Requirements:

Occasional travel for professional development and to represent library in community

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