

# DIRECTOR OF HUMAN RESOURCES



**LIVE OAK**  
Public Libraries



**Organizational  
Architecture**

**Search services provided by:**

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# THE OPPORTUNITY

Live Oak Public Libraries is seeking a visionary leader as its next **Director of Human Resources**.

The Live Oak Public Libraries [LOPL] has retained Organizational Architecture, Inc. to assist with this search.

# ABOUT LIVE OAK PUBLIC LIBRARIES

Live Oak Public Libraries is a system of 16 library locations serving Chatham, Effingham, and Liberty Counties in coastal Georgia.

This past year, they hosted more than 625,000 visitors, checked out over 850,000 items, and presented programs to nearly 85,000 patrons.

Learn more [here](#).

# LIVE OAK PUBLIC LIBRARIES AT-A-GLANCE

<b>Mission</b>	The mission of Live Oak Public Libraries is <b>Inspiring the community to grow, create, discover and explore.</b>
<b>Budget</b>	\$11.5 million in fiscal year 2023.
<b>Locations</b>	16 branches in Chatham, Effingham, and Liberty Counties which includes the cities of Savannah, Garden City, Hinesville, Midway, Pooler, Rincon, and Tybee Island,
<b>Staff Size</b>	The Director of Human Resources oversees a Human Resources Assistant for this system of approximately 140 employees.
<b>Community</b>	Each year, Savannah attracts millions of visitors to its cobblestone streets, parks, museums, and notable historic buildings. Savannah's downtown area, which includes the Savannah Historic District, its 22 parklike squares, and the Savannah Victorian Historic District, is one of the largest National Historic Landmark Districts in the United States. To learn more about the city, <a href="#">click here</a> .
<b>Populations Served</b>	Savannah is Georgia's fifth most populous city and the state's third-largest metropolitan area [with a 2020 population of over 404,000] and features rural, urban, and suburban neighborhoods across beautiful coastal Georgia.
<b>Service to community</b>	In 2023 Live Oak Public Libraries <ul style="list-style-type: none"> <li>• Had 625,000+ patron visitors</li> <li>• Had 84,000+ people attend programs</li> <li>• Had nearly 851,000 checkouts</li> <li>• Issued over 1,000 park and museum passes</li> <li>• Answered nearly 250,000 reference questions</li> </ul>

# THE ROLE

## Director of Human Resources



### SUMMARY

**The Director of Human Resources promotes and implements human resource values by planning and managing human resources programs for the library system.**

The position is responsible for directing and implementing the library system's Human Resources function and is responsible for the development and implementation of the library's short- and long-term workforce strategies.

Primary areas of focus and day-to-day duties include employee relations, performance management, recruitment, training and development, compensation, benefits administration, personnel policy and procedure development and administration, compliance, record keeping, and other related functions.

The position has one direct report, reports to the library system's Executive Director, and serves as a key member of the organization's leadership team.

# RESPONSIBILITIES AND EXPECTATIONS

## Strategy Development and Implementation

- Develops organization strategies by identifying and researching Human Resources issues.
- Contributes information, analysis, and recommendations to organizational strategic thinking and direction.
- Establishes Human Resources objectives in line with organizational objectives.
- Implements Human Resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety [worker's comp] and wellness, succession planning, employee relations and retention, and AA/EEO compliance.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicates and coordinates requirements; expedites fulfillment; evaluates milestones.

## Support and Guidance

- Supports management by providing Human Resources advice, counsel, and decisions; analyzes information and applications.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicates and enforces organization values.
- Complies with federal, state, and local legal requirements by staying abreast of existing and new legislation; anticipates legislation, enforcing adherence to requirements; advises management on needed actions.

## Financial Management

- Develops Human Resources budget including training and benefits for the organization.
- Develops financial strategies.

## Leadership and Supervision

- Participates as a member of the Leadership Team.
- Attends meetings of the Regional Library Board, County Library Boards, and Regional Board Committee meetings as required by the Executive Director.
- Supervises Human Resources staff.



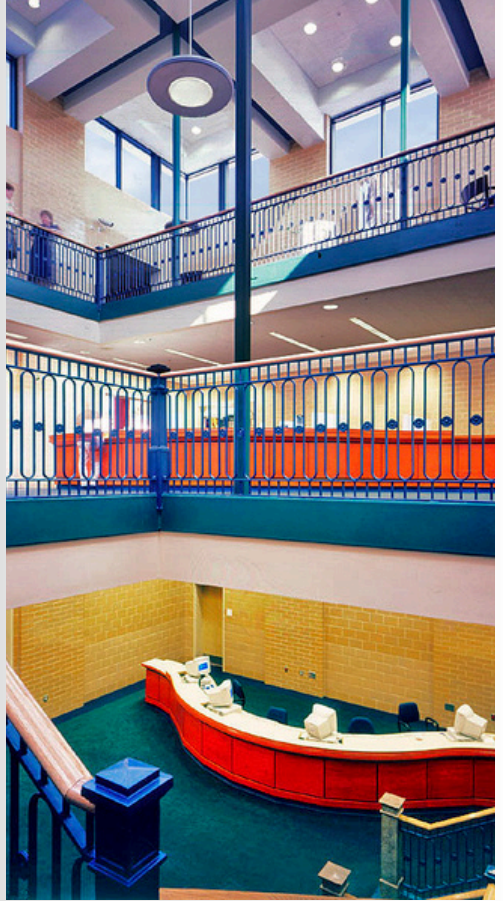
## EDUCATION AND EXPERIENCE

### The ideal applicant will possess:

- A Bachelor's degree in Human Resources, Communications, or a related discipline
- Eight or more years of broad, relevant Human resources experience, including three years of management-level experience
- Excellent organizational, leadership, and communication skills
- The ability to effectively manage multiple priorities and projects concurrently
- Experience in multi-unit / multi-location management and with distributed workforces
- Experience building consensus and relationships among business partners, executives, managers, and staff
- A strong orientation towards diversity, equity, and inclusion, with experience building effective, collaborative work teams and partnerships
- Hands-on experience with various HR management [HRM] and HR information systems [HRIS].
- A valid driver's license and the ability to travel within the libraries' service area as needed

### Preferred qualifications include:

- Prior work experience in libraries or public sector organizations
- A HRCI or SHRM certification



# THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES

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- Accountability
- Action-oriented
- Courteous and tactful
- Customer service
- Data-driven decision-making
- Effective communication
- Empathy and concern
- Fosters teamwork
- Resolves conflict
- Problem solving
- Process improvement
- Productive
- Professional
- Builds relationships
- Results-oriented
- Sound judgment
- Supports equity, diversity, and inclusion
- Supports intellectual freedom





# COMPENSATION AND BENEFITS

A generous compensation package includes competitive base pay with a pay range of \$76,900 to \$99,000; healthcare benefits including medical, dental, and vision; retirement benefits include participation in the Teacher's Retirement System of Georgia [TRSGA] public pension plan.



## BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Personal leave
- Life insurance
- Teacher's Retirement System of Georgia [TRSGA]
- A solid commitment to continued professional development

# INTERESTED? GET IN TOUCH

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