

PERSONNEL TECHNICIAN – FULL TIME PERSONNEL OFFICE

OPENS: 9/15/2025 CLOSES: 10/01/2025

JOB SUMMARY

This is a position that requires specialized administrative work in support of Human Resource (HR) Management and at least two years' experience in HR preferred. Under the general supervision of the Personnel Officer, this position involves providing personnel related assistance to BPL employees. Work involves professional, supervisory and technical skills as related to human resources and providing in-service training on library and personnel related issues. **This position requires a very high degree of confidentiality and discretion.** Work requires the exercise of considerable initiative, independent judgment, and confidentiality as it relates to personnel. Works under the general guidance and direction of the Personnel Officer.

EXAMPLES OF DUTIES

- Position reports to the Personnel Officer.
- Performs all aspects of tasks involving personnel and personnel related issues.
- Under the direction of the Personnel Officer trains library personnel on topics such as library policy and procedures, customer service, human resource topics such as supervision and performance evaluation, and conducts new employee orientation.
- Answers questions and supplies information regarding employment policies and requirements.
- Maintains employee records and the confidentiality of these records.
- Appropriately directs employee concerns for prompt attention.
- Assists personnel officer with payroll (distribution and maintenance thereof)
- Processes personnel action forms as required.
- Inputs data into computer programs by using such applications as **Personnel Payroll Management System (PPMS), ACCESS, EXCEL, PUBLISHER, POWERPOINT, WORD, etc.**
- Maintains EEOC reporting for all vacant positions.
- Maintains work-study budget and the placement of students.
- Maintains the on-the-job injury reporting.
- Responds to queries and supplies information concerning present and former employees.
 - Coordinates fund raising events as required.
 - Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Knowledge and familiarity with library work and values.

- Knowledge of various employment laws and practices.
- Knowledge and experience in administration of benefits and other HR programs.
- Ability to function calmly and effectively during stressful situations.
- Ability to communicate effectively both orally and in writing.
- Ability to listen with an open mind and with understanding.
- Ability to work well with others.
- Ability to exhibit a high level of confidentiality.
- Ability to organize and handle details with ease.
- Ability to communicate effectively both orally and in writing with other personnel or patrons.
- Ability to work with minimal supervision with high energy level.
- Ability to organize work and follow guidelines as well as meet deadlines.
- Ability to set priorities.
- Ability to conduct interviews and orientation of new employees.
- Ability to prepare and present training sessions.
- Ability to compose correspondence on routine matters.
- Ability to identify and resolve problems in a timely manner.
- Ability to inspire confidence from employees by remaining well informed and prepared.
- Ability to gather and analyze information skillfully.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors, and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials from place to place in the library. Ability to lift up to 20 pounds.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university preferably with a degree in Human Resource Management or a related field. At least two years' experience in Human Resource Management preferred. **A background check is required.**

BENEFITS

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 18 - Salary range: \$40,934.40 - \$45,136.00 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan

- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPOINTMENT

Applicants must contact the Alabama Career Center (<https://alabamaworks.alabama.gov>) for an application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume and transcript must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer