

St. Louis
County
Library

Position Opportunity: **HUMAN RESOURCES LEAD**



St. Louis County **Library**

The St. Louis County Library District seeks an experienced, steady, and forward-looking Assistant Director of Human Resources to lead all HR functions and the department. This role is central to supporting a large, public-facing organization with more than 600 employees across 20 branches and administrative operations.

Reporting to the Chief Administrative Officer, with a close working relationship to the Director/CEO, this leader will oversee core HR functions

including payroll, benefits administration, recruitment, performance management, compliance, employee relations, and staff supervision.

The Library is seeking a professional who is confident in navigating complexity, managing sensitive issues, and is motivated by the opportunity to strengthen systems, guide leaders, and proactively shape a positive and high-functioning workplace culture.

This is a hands-on leadership role for a seasoned HR professional who brings operational depth and big-picture thinking.



The Opportunity

This is a pivotal moment for the Library's Human Resources function. The HR team is well regarded across the organization for its responsiveness, accuracy, and professionalism. The next HR leader will build on this strong foundation while bringing a proactive, strategic lens to recruitment, workforce planning, benefits management, and leadership support.

This position is well suited to an experienced HR professional who is energized by public service, values structure and accountability, and is eager to learn, adapt, and stay current with emerging best practices.

The role requires someone who has succeeded in complex HR operations and understands what it takes to support leaders through challenging employee relations issues, compliance requirements, and performance management conversations. The successful candidate will play a key role in strengthening sourcing strategies and helping the organization anticipate staffing needs.

Key Responsibilities

- Lead and oversee all core Human Resources functions, including payroll, benefits, recruitment, compliance, performance management, employee relations, and policy administration
- Supervise and support an HR staff of 7, including 4 direct reports, providing direction, coaching, and accountability while fostering professional growth
- Serve as the primary resource for leaders navigating complex and sensitive employee relations issues, including ADA and FMLA matters, disciplinary actions, investigations, and workplace conflict
- Manage and continuously improve the Library's recruitment and hiring processes, with an emphasis on proactive sourcing, strong candidate experience, and effective partnerships with hiring leaders
- Oversee the administration of a comprehensive benefits program, working closely with brokers and bringing a thoughtful, creative approach to benefit design and communication
- Ensure compliance with federal, state, and local employment laws, legal counsel and Library policies
- Prepare reports, analyses, and recommendations for the CAO and Director/CEO, and present information clearly and confidently to senior leadership and the Board when appropriate
- Contribute to a positive organizational culture by modeling professionalism, curiosity, sound judgment, and steady leadership



St. Louis County Library

Ideal Candidate Profile

The successful candidate will be an experienced HR professional who has managed people, systems, and complexity. They will bring:

- Prior experience overseeing multiple HR functions in a mid-to-large organization
- Demonstrated supervisory experience, including the ability to manage performance and navigate challenging team dynamics
- Strong working knowledge of payroll, benefits administration, employee relations, and employment law
- Experience partnering with leaders to solve problems and improve outcomes, not simply enforce policy
- A professional, grounded presence and the confidence to lead difficult conversations with care and clarity
- Curiosity, sound judgment, and a commitment to continuous learning and emerging best practices
- The ability to communicate effectively with employees at all levels and to represent the HR function with credibility and authority

Experience in public systems, government, higher education, healthcare, or large nonprofit organizations is preferred. Library experience is not required.

Compensation and Benefits

The starting salary range for this position is \$130,000–\$140,000. The Library offers an excellent benefits package, including medical, dental, and vision coverage, generous paid time off, paid parental leave, tuition reimbursement, a Library-funded pension plan, and additional retirement savings options.

To Apply

EMD Consulting Group is a proud partner with St. Louis County Library on this search. Applications will be reviewed on a rolling basis, with early interest encouraged. **Please submit a cover letter and resume by April 10, 2026 to search@emdconsulting.com**



About the Library

Mission

The St. Louis County Library District provides the resources and services to enrich individual minds, enhance lives and expand perspectives.

Values

Customer service excellence:

Committed to being the best at what we do

Lifelong learning:

Creating access to experiences and ideas

Youth empowerment:

Supporting children and their development

Community engagement:

Building and maintaining relationships

Integrity:

Honoring the public's trust through wise stewardship

Library by the Numbers

Annual Budget:

\$70M

Facilities:

20
branches

Mobility:

4
bookmobiles

Staff:

630+
employees

1
administrative
building

20+
fleet vehicles

Circulation:

11M
items

Visits:

3M

Community:

990k
members served