JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Human Resources Information Systems (HRIS) Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Manager

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Receive general supervision from the Human Resources Director. Exercise supervision over assigned subordinate Human Resources staff. Under direction, the Human Resources Information Systems (HRIS) Manager provides analytical and technical support to the Human Resources Department of the Las Vegas Clark County Library District (District). This includes, but is not limited to: maintaining quality and consistency of HRIS database information; ensuring personnel actions are in compliance with current Human Resources policies and guidelines; providing HRIS technical support to Human Resources and other District staff; coordinating with Information Technology and the user community to identify areas of improvement, recommend changes, and implement functional solutions for existing systems. As part of the Human Resources team, this position also provides general Human Resources support as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides administrative supervision to assigned staff, including but not limited to:
    a. Performance Coaching & Management;
    b. Career Counseling & Development;
    c. Conflict Resolution.
2. Develops, designs, builds, tests, implements, maintains and enhances HRIS tables, codes, and security.
3. Maintains quality and consistency of HRIS database information, specifically the Organization Management (OM) and Personnel Development/Management (PA) SAP modules.
4. Troubleshoots, analyzes, detects, identifies and corrects technical problems and deficiencies. Provides HRIS technical support to Human Resources and other District staff; runs and creates reports as needed.
5. Ensures personnel actions are in compliance with current Human Resources policies and guidelines, as well as pertinent federal, state, and local laws, codes, and regulations.
6. Participates in the development of, and advises management on, information technology strategy and technology deployment.

7. Functions as Project Manager for HRIS upgrades and projects.
8. Develops and maintains applicable service agreements.
9. Coordinates the resolution of vendor problems.
10. Serves as liaison among HRIS, Benefits, Human Resources, Recruitment, Payroll and Finance areas with regard to operations and HRIS.
11. Performs other duties as assigned.

CORE COMPETENCIES:

- Public Sector Compliance & Regulations (transparency)
- Project & Change Management
- Data Governance & Analytics
- Vendor & Contract Management
- Public Sector Ethics

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

  Required: Bachelor's Degree in Human Resource Management, Management Information Systems, or a closely related field.

  Preferred: N/A

- **EXPERIENCE:**

  Required: Four (4) years of progressively responsible and difficult professional experience in Human Resources and/or Information Technology (Database Administration).

  Preferred: Experience working with HRIS systems.

- **License or Certification:**

  Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

  Preferred: Professional in Human Resources (PHR) or equivalent.

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of various computerized information process flows and impact between the HRIS, Benefits, Human Resources, Payroll and Finance areas; database structure, operations, and administration; report development, coding and design.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of database implementation and development life cycles.
- Knowledge of business system applications; principles and techniques of systems quality assurance and control.
- Knowledge of trends in human resource information systems, research methods and statistical data analysis techniques.
- Knowledge of basic accounting methods and techniques and the principles of budget administration and control.
- Ability to read, interpret and apply complex technical documentation and use troubleshooting and analytical skills.
- Ability to gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
- Ability to represent the District effectively in dealings with vendors and third-party administrators on a variety of administration issues.

DEVELOPED: December 19, 2014

UPDATED: June 9, 2026