

MERIDIAN LIBRARY DISTRICT

Human Resources Coordinator



Position Summary

The Human Resources (HR) Coordinator uses a friendly, customer service oriented approach to administer and facilitate a variety of general human resources (HR) activities for the District. This position is responsible for a full range of HR activities and district-wide support, for training, benefits administration, payroll processing, records maintenance, and regulatory compliance. Works under direct supervision of the HR Manager.

Duties and Responsibilities

Essential

Payroll

Ensures payroll is accurately processed in a timely manner. Works with managers, supervisors, and employees to ensure proper timekeeping records and adherence to labor law. Maintains timekeeping and payroll records according to record retention requirements.

Applies compensation changes in HRIS in accordance with annual reviews and monitors pay increases to ensure accurate data for payroll processing. Responsible for tracking and auditing benefit enrollments and deductions for payroll. Addresses billing concerns with vendors, brokers, District leadership for reconciliation as appropriate.

Collaborates with HR Manager to record and track leave instances (FMLA, Worker's Compensation, etc.). Assists with responding to accommodation and other protected leave situations; is responsible for meeting compliance deadlines and following return to work procedures .

Benefit Administration

Assists with employee enrollment and explanation of the District's benefit packages. Works closely with the HR Manager and benefit broker to ensure accurate deductions and earnings codes are applied in all HRIS systems. Manages all applicable documentation appropriately.

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Employee Records

Maintains and updates employee data and information in the HRIS system in a timely manner. Assists employees and management with system use, providing training as necessary. Ensures digital and physical files are properly maintained and purged, according to applicable laws and the District's records retention schedule. Maintains the confidentiality and privacy of employee data and information.

Compliance and Organization Policies

Assists with compliance and accurate tracking of Local, State, and Federal regulatory requirements. Interprets and explains personnel policies and procedures to staff and management. Participates in ensuring overall efficiency, and compliance with department standard operating procedures. Facilitates clear and concise communication across all levels of the organization.

Customer Service

Provides high quality customer service to staff, management and vendors, and is responsive to requests.

Marginal

Assists with staff and organizational training needs.. Plans, organizes, and implements training activities, including coordinating external training sources or presenters.Coordinates with the Training and Development Committee as directed.

May assist with recruitment and hiring activities. May coordinate employee new hire orientation and onboarding paperwork. Completes employment work eligibility verifications.

May contribute to policy or job description revisions.

At the direction of the HR Manager, acts as a liaison between management and staff on employee relations issues. Assists with, or leads, departmental presentations and special projects.

May assist with discipline administration. .

To demonstrate our commitment to a culture of inclusivity, collaboration, and professional development, staff participates in committee groups as assigned by the District.

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Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Requires knowledge of HR, personnel practices, and State and Federal employment regulation. This position requires good judgment, discretion, and decision-making. Demonstrates a growth mindset, seeking continuous learning and development opportunities. Must be able to prioritize multiple tasks and handle stressful situations with professionalism. Must be detail-oriented and possess exceptional organizational skills.

Provides exemplary customer service and maintains a favorable public image of the District. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with youth, families, volunteers, coworkers, supervisors, managers, and employees. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

PMust be flexible and willing to adapt styles to effectively meet the needs of others. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in the principles of project management. Able to work on multiple large scale projects and effectively manage time.

Experience: 1-2 years of HR experience or equivalent combination of education, training and experience.

Education: Bachelor's degree in Human Resources, a related field, or equivalent training, education, and experience. .

Training, Licenses, or Certifications: Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility: This position has no direct staff supervisory responsibilities, but operates in a minor leadership role to staff across the District.

Preferred Qualifications: Degree in Human Resources, Business Administration, or related degree, or a PHR, SPHR, SHRM-CP, SHRM-SCP, or equivalent recognized HR certification. Experience working for a government entity performing a variety of HR activities, including payroll,

preferred. Prefer experience with assessing and developing training and support materials and programs, including e-learning. Bilingual, preferably Spanish.

Working Conditions

Physical Requirements: This position requires the employee to sit (constantly); seldom stand, stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual dexterity movements; and constantly see. This position may require the employee to occasionally lift up to 25 lbs.

Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perceptions, perform alphabetical sorting, and perform basic math.

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit high level proficiency with computers and standard office applications (including Microsoft Office and Google Workspace), email, video conferencing tools, and cloud environments, HRIS systems, and the internet. This position requires the ability to operate and troubleshoot general office equipment; must be able to learn and adapt to new technologies.

Work Environment: **This position involves a variety of work conditions, including repetitive tasks, independent and remote work, collaboration in shared spaces, regular verbal and face-to-face communication with colleagues, vendors, and community partners, and assignments in primarily indoor settings with occasional outdoor duties.**

Expected Hours of Work: The job requires the employee to work a weekday (Monday-Friday) daytime schedule and may occasionally include work in the evenings and on weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs. This position works a full-time schedule of 40 hours per week; may occasionally work over 40 hours based on business need.

Expected travel: This position requires some travel between Meridian Library District locations and occasional travel for vendor/community partner meetings, conferences, and training. May be required to drive on behalf of the District as needed.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform

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duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.