

# MERIDIAN LIBRARY DISTRICT

## Human Resources Manager



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### ***Position Summary***

The Human Resources Manager is responsible for performing Human Resources (HR) related duties on a professional level with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, full-cycle recruitment/employment, pay administration/negotiation/management, affirmative action and employment law compliance, and managing the HR Department. Work is performed under the supervision of the Library Director.

### ***Duties and Responsibilities***

#### *Essential*

#### **Management and Supervision**

Supervises HR department staff, and participates in all daily service and support operations of the HR team. Is responsible for the effective support of the Library Director, District leadership, and staff. The HR Manager, in collaboration with the Library Director, is responsible for personnel decisions of the HR Department including recruitment, hiring, coaching, discipline, performance reviews, and training.

#### **Personnel Management**

Provides guidance to all levels of District leadership on HR matters including staffing, personnel management, benefits, compensation, discipline, and risk management issues. Provides consistent understanding and adherence to policies, guidelines, programs, and philosophies. Partners with managers and supervisors to ensure understanding and accurate execution of District strategies related to talent, recruitment, retention, discipline, and succession planning. Respectfully shares opinions and ideas.

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*Adopted by the Meridian Library Board of Trustees n.d.*

*Revised and Board Approved 10/16/2025*

## **Performance, Benefits and Compensation**

Administers the District's compensation, performance, and benefits programs. Duties include maintaining accurate job descriptions, overseeing pay scale changes, conducting wage and benefit surveys, and ensuring compliance with wage and hour laws. This role manages performance evaluations, benefits administration, and contribution allocations within budget. Handles employee complaints, investigations, disciplinary actions, and termination documentation in collaboration with senior management and legal counsel.

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## **Compliance**

Is responsible for ensuring compliance with all federal, state and local employment and reporting laws. Stays current with HR best practices. Reviews and evaluates existing, and proposed, legislation applicable to the District in regards to HR related issues. Reviews, recommends, and updates employee specific policies, handbooks, and training for alignment with legal updates and best practices. Oversees compliance with mandatory training, and work assessments.

Responsible for worker's compensation, accommodation requests, and leave requests. .

## *Marginal*

Assists in the preparation of the staffing budget, and manages the HR budget requests for Board approval. Works to audit, reconcile, and approve HR related bills.

Oversees applicable training for employees, and management. Directs, and may conduct, new hire recruitment, orientation, and onboarding.

Ensures accuracy of pay administration and deductions. Has shared responsibility in auditing and oversight of payroll.

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Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development. This may include being a lead for a committee, subcommittee, working group, or project team.

Performs other duties as assigned.

### ***Minimum Qualifications***

#### *Knowledge, Skills, and Abilities:*

Requires considerable knowledge of HR personnel practices, and State and Federal employment regulation. Utilizes good judgment, discretion, and decision-making, maintaining appropriate confidentiality. Ability to work independently with tact to navigate sensitive, confidential, and complex matters. Must be detail-oriented with exceptional accuracy, auditing, and organizational skills. Demonstrates a growth mindset, seeking continuous learning and development opportunities. Able to manage and prioritize multiple tasks and handle stressful situations with professionalism.

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

Work in this position entails persuading, fostering cooperation, gaining buy-in, and conflict resolution.

*Experience:* 5 years of HR experience in a HR Manager capacity or equivalent experience working in various HR roles.

*Education:* Master's degree in Human Resources, related field, or equivalent education or experience.

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

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*Supervisory Responsibility:* Directly supervises staff within the HR Department. Operates in a leadership role to staff across the District.

***Preferred Qualification:*** Master's degree in Human Resources. SPHR, SHRM-CP, SHRM-SCP Certification, PHR,SPHR, or equivalent recognized HR certification. Experience working for a government entity performing a variety of HR activities is preferred. 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. The job also requires 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 perception, perform alphabetical sorting, and perform basic math.

*Technology, Equipment, and Devices:* This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, HR systems, databases, email, video conferencing, and cloud environments. 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:* This position requires the employee to work a flexible daytime schedule and may occasionally 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 routine 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.

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**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 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.

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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.