

MERIDIAN LIBRARY DISTRICT

Recruitment Coordinator



Position Summary

The Recruitment Coordinator uses a friendly, customer service oriented approach to responsibly administer and facilitate a variety of recruiting, hiring, and onboarding activities for the Meridian Library District. This position is responsible for working closely with staff and administration across the District to recruit and onboard library staff within the District. This position works to coordinate and organize accurate retention of a variety of Human Resources (HR), personnel, and organizational records for the District, executing a range of HR activities. Works under direct supervision of the HR Manager.

Duties and Responsibilities

Essential

Recruitment

Assists with recruitment and hiring activities for volunteer and employee applicants; such as posting positions, pre-screening applications, conducting phone screens, facilitating and participating in interviews, and reference checks and background checks in a timely manner. Tracks status of candidates in HRIS and responds with timely follow-up communication. Coordinates and facilitates employee new hire orientation, onboarding, benefits, and employment eligibility verification paperwork. Works to ensure coordination with District staff for smooth onboarding processes and schedule coordination. Assesses candidate skills, interests, availability and reliability for best placement. Develops and refine communications strategies to keep candidates and staff informed.

Adopted by the Meridian Library Board of Trustees June 21, 2023

Reviewed and Board Approved 10/16/2025

Employee and Candidate Records

Maintains, updates, and evaluates employee data and information in the HRIS in a timely and accurate manner. Tracks status of organizational data extraction through detailed and precise progression and documentation practices. Ensures digital and physical files are properly maintained, organized, and purged according to the Records Retention schedule. Reports discrepancies to the HR Manager. Maintains the confidentiality and privacy of employee data and information. Assists with system terminations, preparation of new employee files, and accuracy of recruitment records. Tracks status of candidates in HRIS systems, responds with timely follow-up letters and calls as needed.

Compliance and Organization Policies

Supports the District and HR in ensuring compliance and accurate documentation with applicable local, state, and federal regulatory requirements. Assists in interpreting and communicating personnel policies and procedures to staff. Collaborates in process reviews and offers recommendations to improve efficiency and ensure compliance with established standard operating procedures. Facilitates clear and concise communication across all levels of the organization.

Customer Service

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

Marginal

Consults with the HR Coordinator and HR Manager on administrative duties and refers complex issues to the HR Manager. Works in conjunction with leadership to track required employee training completion and documentation. Delivers internal communications to keep staff apprised of staffing changes to the extent allowed.

May assist with responding to approved protected leave situations, accommodations, and worker's compensation situations as needed and directed by the HR Manager. Assists with or leads departmental presentations and special projects. Refers employee concerns or complaints to the HR Manager.

May contribute to policy or job description revisions.

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

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

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. Demonstrates a growth mindset, seeking continuous learning and development opportunities. Must be able to prioritize multiple tasks and handle stressful situations with professionalism. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with youth, families, volunteers, coworkers, supervisors, managers, and employees. Experience providing support, coaching, mentoring, or leadership to other individuals or groups. Experience working with schedule or record-keeping softwares.

Requires some knowledge of HR, personnel practices, and State and Federal employment regulation. Position requires good judgment, discretion, and decision-making. Must possess a high level of confidentiality, organization, and decision-making. Must be able to handle stressful and negative situations to find a positive resolution. Detail oriented and accurate with exceptional organizational skills is critical.

Must be responsible, self-motivated, flexible and willing to adapt styles to effectively meet the needs of the District. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in principles of project management. Able to work on large scale projects and effectively manage time.

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

Education: Associate's degree in Human Resources, a related field, or equivalent combination of education or 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 full-scale recruitment, is preferred. Prefer experience with assessing and developing training and support materials and programs, including e-learning. Bilingual, preferably Spanish.

Working Conditions

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

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform sorting, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, email, video conferencing tools, and cloud environment (Google Suite), 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.

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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.

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.