



**Title: HR Coordinator**

**Grade: 6 - Part-Time – 25 hours per week**

**FLSA: Non-Exempt**

**Date: 02/24/2025**

**Salary Range - \$22.00 - \$25.00 per hour depending on experience.**

**Reports to: Assistant Director**

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**Job Summary:** The Human Resources Coordinator is responsible for coordinating all administrative activities related to the Library's personnel. Duties include developing recruitment strategies, managing staff benefits, payroll and onboarding new employees.

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### **Essential Functions:**

1. Bi-weekly payroll through payroll contractor. Works with the Assistant Director to provide journal entries and all related expenses.
  2. Coordinates with payroll contractor for all library employees. Creates all related reports, including State Teachers' Retirement, monthly, quarterly, and yearly payroll, yearly Federal and State tax reports W-2's, 1099's, etc.
  3. Enrolls new Library employees in necessary plans, provides work-related information on request to Library employees, vendors, and County Employees
  4. Oversees Library benefits for all employees for insurance, FMLA, worker's compensation, disability, and accrued time off.
  5. Coordinates staff evaluations working with supervisors.
  6. Serves as State Teacher's Retirement Coordinator and Staff Development Coordinator
  7. LATI Coordinator for Staff – Responsible for coordinating registration and CEU's for 5-year renewal for certifications
  8. Monitor budget for training through grants and library expenditures.
  9. Other duties as assigned.
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### **Required Knowledge, Skills, and Abilities:**

- Experience in employee relations/dispute resolution is preferred.
  - Strong communication skills, both written and verbal
  - Knowledge and experience in Paycom preferred.
  - Proficiency with Microsoft Office/Excel and Google
  - Strong organizational and multi-tasking skills are necessary.
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### **Education and Experience:**

1. Bachelor's degree in human resources, Business Administration or related field  
HR Coordinator

2. Minimum three years' relevant experience

Specialized knowledge, licenses, etc.: Driver's License and Certified State Teacher's Retirement Coordinator within 6 months of hire, eligible for bonding, Notary Public required

LATI (Library Associate Training Institute) certification required for bachelor's degree employees within 2 years of hire with re-certification required every 5 years.

Supervisory responsibility: None

**Physical and Environmental Conditions:**

Position based at Main Library. No unusual demand for physical effort. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and libraries.

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All applicants must have application, resume and salary requirements.

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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.

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the job's essential functions.