



JOB POSTING

The Northville District Library seeks an enthusiastic, organized, and initiative-taking candidate for a full-time position in the Library's Administration Department.

Position: Business Operations Specialist
40 Hours per week
This is a non-union position

Salary Range: \$46,134.40-\$71,115.20 based upon prior work experience.

Benefits: Health Insurance (medical, dental and vision), disability insurance, and MERS retirement pension plan and 457 account. Paid time off includes sick, vacation, holiday, and personal business time.

Essential Duties Include:

- Handles payment for Library expenditures.
- Oversee incoming cash, checks, and charges.
- Carries out procedures for accurately checking library materials in and out of integrated library system.
- Handles annual and special projects related to financial and legal requirements.
- Processes incoming monetary donations and prepares donor correspondence
- Manages payroll and fringe benefits.
- Assists with hiring and onboarding process.
- Keeps up with current HR trends and best practices.
- Provides administrative support to Board of Trustees and all of their meetings
- Orders library supplies.
- Handles meeting room reservation for the public.
- Schedules vendors for maintenance and repair work on library's facility, grounds, and equipment.
- Performs related duties as assigned.

Required Qualifications:

- Bachelor's degree in business administration or human resources
- Three years of experience performing similar duties.
- Ability to adapt to change in the work environment.
- Ability to prioritize duties and tasks.
- Ability to create new procedures incorporating new technologies as applicable.
- Ability to maintain confidentiality and discretion related to library and employee records.
- Demonstrates attention to detail.
- Excellent interpersonal and communication (oral and written) skills.
- Strong organizational skills.
- Knowledge and proficiency in working with computers.
- Possess critical thinking skills.
- Works well under pressure and can meet tight deadlines.
- Works well with fellow team members.

Preferred Qualifications:

- Previous library experience performing similar duties.

Deadline for application: September 20, 2024

Please submit a resume, cover letter and application to:

Laura Mancini
Director
Northville District Library
212 West Cady Street
Northville, MI 48167-1560

Email: lmancini@northvillelibrary.org

Application can be accessed at: https://northvillelibrary.org/?page_id=22288