

Hackley Public Library seeks a dynamic and collaborative Library Business Manager to oversee our thriving organization's administrative and financial operations.

About the Role:

As the Library Business Manager, you will play a pivotal role in ensuring the efficiency and success of our organization, employing 20 dedicated staff. Reporting to the Library Director, you will manage the library's finances, human resources, and operational workflows while serving as a critical leadership team member. Applicants who are emotionally intelligent communicators and collaborators able to navigate the highs and lows of interpersonal relationships will be strongly considered.

Key Responsibilities:

- Develop and manage the annual operating budget, seeking alternative funding sources
- Oversee payroll, benefits administration, and personnel records, ensuring compliance
- Facilitate recruiting, hiring, and onboarding to build a cohesive team
- Provide effective leadership and mentorship to empower and support staff
- Cultivate a positive, team-oriented culture where staff feel valued and motivated
- Collaborate with library staff to streamline workflows and maintain efficiency
- Negotiate vendor contracts and update policies to maintain organizational effectiveness
- Serve as a bridge between the business office and library staff, fostering communication

Qualifications:

- Bachelor's degree in Business Administration, Public Administration, Accounting, or a related field
- 3-5 years of experience in business operations and financial management
- Proficiency in human resources management and fostering a supportive workplace
- Exceptional budgeting, analytical, and problem-solving skills
- Strong written and verbal communication abilities
- Proficiency with accounting software and office productivity tools
- Demonstrated leadership skills to drive initiatives and facilitate positive change
- Experience with Quickbooks Online and ADP is a plus

Overview:

The Business Manager position is a full-time, salaried role with a starting rate of \$60,548 per year, depending on the candidate's experience level. The role comes with fantastic benefits and paid time off, including comprehensive health, dental, and vision insurance, generous vacation and sick leave, a retirement plan, and professional development opportunities.

If you are an experienced business professional with a passion for public service and a commitment to supporting and empowering staff, we encourage you to apply for this exciting opportunity. Join our team and help shape the future of Hackley Public Library!

To apply, please submit your resume and cover letter to Joseph Zappacosta at jzappacosta@hackleylibrary.org by April 26.

