

Position Announcement

Office Manager

If you believe that variety is the spice of life, we've got a full-time position in our Administration Office that might be perfect for you!

The Hinsdale Public Library Office Manager oversees the management of all fiscal procedures, records, and reports; administers library human resource functions and coordinates payroll and benefits with the Village of Hinsdale; and supports the Library Board of Trustees by coordinating meetings, ensuring compliance with relevant legislation, creating reports, and attending meetings.

This position supervises one part-time administrative assistant and reports to the Executive Director.

Full job description is available [here](#).

Qualifications

- Associates'-level degree or above; or equivalent combination of education, training, and experience
- Two years' experience in office management, finance, or HR; government or nonprofit experience preferred
- Basic bookkeeping skills. Experience using automated accounts payable software preferred.
- Knowledge of basic computer software such as word processing and spreadsheets, operating systems and Internet browsers
- Basic knowledge of human resource functions and regulatory guidelines
- Strong project and time management skills
- Strong oral and written communication skills
- Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors and across departments
- Integrity in handling confidential information and money

Salary: \$60,000 -- \$72,000, DOQ.

Preference given to applications received by February 15, 2023

Please send resume and letter of interest to:

kkeefe@hinsdalelibrary.info

Karen Keefe, Executive Director



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