

Hinsdale Public Library Job Description
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Position

Office Manager 2025

Reports to:

Executive Director

Status

Full Time Non-Exempt

Grade 8

Minimum Qualifications

- Associate-level or above; or equivalent combination of education, training, and experience
- Two years' experience in office management; government or nonprofit experience preferred
- Ability to work with minimal supervision, making decisions within stated guidelines to solve problems, and to produce accurate work on a timely basis move higher
- Basic bookkeeping skills. Experience using automated accounts payable software preferred.
- Knowledge of accounting principles in a tax-supported organization preferred
- Experience managing vendor relations preferred
- Knowledge of human resource functions and best practices
- Knowledge of basic computer software such as word processing and spreadsheets, operating systems, and internet browsers
- Integrity in handling confidential information and money
- Experience with payroll software preferred
- Experience maintaining employee records preferred
- Ability to facilitate the work of an elected board, including taking minutes, posting agendas online, and managing FOIA requests
- Ability to learn and operate computer applications and programs
- Ability to design and interpret financial reports, as required
- Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, supervisors, and across departments
- Strong oral and written communication skills; working knowledge of English grammar and spelling
- Demonstrated ability to provide excellent customer service
- Ability to represent the Library in a professional manner
- Strong project and time management skills
- Demonstrates initiative and constructive use of time
- Experience supervising staff preferred

Job Responsibilities

This position is responsible for the management and oversight of the library's financial and personnel records and processes. They work closely with the Executive Director supporting the Library Board of Trustees.

Essential Job Functions

- Provide high quality public and internal customer service. Precise management of all fiscal procedures and records
 - Oversee the Library's accounts payable and receivables in the Administrative Assistant's absence:
 - Enter invoices into the accounts payable system and prepare warrant for approval
 - Responsible for collecting monies from cash register and copiers. Prepare and process bank deposits
 - Manage all check requests, reimbursements, petty cash, etc.
 - Manage tracking and transfer of money collected and deposited in secondary accounts
 - Act as liaison to Village of Hinsdale Finance Department
 - Act as liaison to ERP system and other vendors
 - Work with the Village of Hinsdale to prepare detailed financial reports
 - Monitor library bank accounts and serve as liaison for support
 - Work with the Library's auditor, as needed
- Manage the Library's timekeeping software and personnel records
 - Maintain confidential physical and digital personnel records, including benefit documents, medical records, and worker compensation.
 - Answer basic personnel questions and maintain inventory of personnel forms
 - Assist with job postings, background checks, onboarding, and offboarding.
 - Prepare and submit to Village of Hinsdale information required for the purpose of administering salary and benefits, including bi-weekly payroll sheets. Responsible for distribution of paychecks to departments
 - Administer functions of the Library's online timekeeping system, including preparing payroll, running reports, and assuring benefit accruals are correct.
- Support the Library Board of Trustees
 - Working with the Director, prepare and distribute all documents and materials required for library board meetings
 - Attend Library Board meetings and record minutes
 - Ensure all relevant requirements of the Open Meetings Act are met
- Select, train, direct, and evaluate the work of staff or contracted employees hired to support the Library's administrative needs
- Support the Library's Management Team
- Facilitate the Library's compliance with local, state, and federal regulations:
 - Oversee the Library's records and disposal of materials in accordance with state regulations
 - Responsible for Illinois Sales Tax Reports and Collection
 - Serve as a FOIA officer for the Library
 - Ensure that all required notices and postings are made in accordance with the Illinois Open Meetings Act

- Hire, train, supervise, and evaluate paraprofessional departmental staff
- Implement objectives for the Library's Strategic Plan, overseeing objectives as assigned
- Actively engage in self-directed professional development, including human resources and library trends and issues, and participation in local, state, or national associations
- Implement objectives for the Library's Strategic Plan, overseeing objectives as assigned.
- Participate as part of the management team:
 - Assist in annual planning and budget process
 - Develop policy recommendations
 - Submit reports to the Executive Director
 - Serve on committees and attending continuing education events, as assigned

Additional Duties

- Assume full responsibility for the Library when assigned. Take an active role in maintaining the wellbeing of the Library
- Oversee the Library's records and disposal of materials in accordance with state regulations
- Oversee the work of staff or contracted employees hired to support the Library's administrative needs
- Assist the Friends of the Hinsdale Library with library-related expenses and reimbursements
- Work with the IT and Facilities Manager to maintain inventory of furniture and equipment
- Order and monitor office, library, and custodial supplies and accounts in the Administrative Assistant's absence
- Manage public requests for meeting room use
- Serve on library committees and professional and community organizations
- Other duties, as assigned

Working Conditions

- May require the employee to sit or stand for prolonged periods of time
- Requires the ability to operate a keyboard
- Requires the ability to communicate using telephone and computer applications
- May require local travel for training and development
- Work is conducted in a public setting which provides comfortable lighting, temperature and air conditioning

Technology Competencies

- Employees are expected to use Library resources to develop and maintain proficiency in the areas identified as essential for their role

Pay Range

\$54,300 -- \$68,000

Benefits

INSURANCE: Health, Life, Dental, and Vision

RETIREMENT: IMRF

PAID TIME OFF: Vacation, Sick, Personal, Floating Holidays

DEVELOPMENT: Professional Memberships, Tuition Reimbursement, Continuing Education Opportunities