



## **POSITION OPENING: BUSINESS MANAGER**

The Antioch Public Library District (APLD) is seeking to fill the essential role of Business Manager at a pivotal time in our Library's history. APLD plays an essential role as an ever-evolving community center and source of information and connection in a rapidly changing world. We are currently undergoing the information gathering phase of our Strategic Planning process, which includes plans to improve working culture and internal operations and strengthen the Library's fiscal responsibility. The ideal candidate possesses a unique balance of financial management ability and outstanding communication and interpersonal skills to take the administration of the Library's finances and human resources to a new level.

The Business Manager serves as an integral member of the Management Team and reports directly to/works closely with, the Executive Library Director. The person in this role will manage all functions of the Business Office, including finances, human resources, Board relations and the mentorship and management of a full-time Business Associate.

Special areas of focus for the Business Office will be developing a comprehensive human resources program to support the Library's highly-talented team of 49 employees, including consistent and robust onboarding, training, engagement, appreciation and conflict management. Additional areas of focus will include volunteer coordination and direct communication and coordination with the Library Board and external partners such as accountants, auditors, insurance brokers, vendors and financial institutions.

### **Qualifications:**

- AA in Business or Administrative Office Systems or above
- Working knowledge of Microsoft Office applications & Windows Operating system
- Knowledge of QuickBooks desirable
- Payroll Experience
- Demonstrated ability of strong communication and interpersonal skills
- Valid driver's license and proper vehicle insurance or ability to travel

**Work schedule:** 37.5 hours per week, includes participation in night and Sunday rotation

**Compensation:** \$58,656.00 per year salary

Visit [www.apld.info](http://www.apld.info) for complete job description and application. Submit application, resume and letter of interest to Jennifer Drinka, Executive Library Director, by Friday, November 1, 2024 for best consideration.