

Prospect Heights Library District Head of Administrative Services

Are you a self-directed and energetic business services professional with 2 plus years experience and seeking new a new challenge? The Prospect Heights Library is seeking a Head of Administrative Services to manage business and human resource services. Reporting to the Executive Director, you will monitor and ensure all financial and HR activities performed within the library are compliant and play a key role in new initiatives. Enjoy a 37.5 work week and excellent benefits.

About the role:

- Serve as library's Illinois Municipal Retirement Fund (IMRF) Agent, liaison with the library's bookkeeper and auditors, and insurance and 457 plan vendors.
- Complete all functions of 40-employee biweekly payroll.
- Collaborate with management team and Executive Director on organizational development and strategic planning
- Lead a Library-wide initiative to update existing and implement new human resources policies and procedures.
- Coordinate staff development programs and services.
- Ensure a successful annual audit, budget and levy.
- Supervise 2 administrative service employees.

Who You Are:

- Bachelor's Degree or equivalent certification in human resources or business administration.
- 2 years' experience with payroll services required, ADP preferred
- Experience working for local government agencies, particularly library districts, desired.
- Proficiency in standard office, accounting and payroll software.
- Well-developed verbal and written communication skills.

Please send cover letter, resume, and salary requirements by clicking the apply now button below.

<http://www.jobs.net/j/JuclBOzK?idpartenaire=20091>

Prospect Heights Public Library District is an equal opportunity employer and welcomes all qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status. We are committed to achieving an inclusive and diverse workforce.