Financial and Human Resources Manager Job Posting – Superior District Library

The Superior District Library, a nine-member library located in the Eastern Upper Peninsula, is looking for a dynamic and experienced Financial and Human Resources professional to join the District’s Administrative team. Working with both the District Director and a part-time assistant, this position offers flexibility in hours with an option for some remote work, excellent benefits including a pension plan, health and life insurance and paid time off, all in a great work environment. It is important to us that everyone working for the library has the work-life balance that they need to be their best.

The Financial and Human Resources Manager is responsible for the office management, records-management and bookkeeping functions of the District Library in conformance with its policies, procedures, and professional standards. This position requires a broad knowledge of departmental activities, policies, and procedures, as well as considerable tact, discretion and judgment in the preparation, assembly and transmission/delivery of materials and staff interaction. An understanding of the confidentiality of District records is imperative.

Salary Range: $22.00 - $25.00/hour based on experience

Qualifications, Knowledge, Skills and Abilities

• High school diploma or GED required.

• Two years of college or equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities.

• Excellent computer, word-processing and Internet skills.

• Ability to keep records, prepare and type reports.

• Reads and writes legibly, speaks articulately, and understands English.

• Demonstrates knowledge of professional library practices, procedures, and techniques.

• Ability to supervise others.

• Uses sound judgment and logical reasoning in resolving problems.

• Possesses interpersonal skills to work with a variety of audiences.

• Ability to handle confidential and sensitive information with discretion.

If interested, please send a cover letter, resume, and three professional references to District Director, Lisa Waskin at lwaskin@superiordistrictlibrary.org by Friday, October 7, 2022.

The Superior District Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.