NOW HIRING

ADMINISTRATIVE MANAGER - MARKETING & PUBLIC RELATIONS

JOB TITLE: ADMINISTRATIVE MANAGER - MARKETING & PUBLIC RELATIONS

The Administrative Manager provides excellent customer service to their primary customer: the Library Leadership Team. The ideal Administrative Manager does this by provinding the Leadership Team with the information and assistance they need to succeed. A manager inspires confidence and respect from the entire library staff. They are a creative problem-solver, but more importantly are proactive and address problems before they happen.

Reports to: Director **Classification:** Two

Education and Work Experience:
Required: Two years of relevant work experience or a bachelor's degree in a relevant field
Preferred: Experience with Creative Cloud, Google Workspace, Canva, WordPress, or similar platforms

First Two-Years Training Requirements:
- Library of Michigan Basic Workshop (required for those without (2) two years of work experience in a public library at the time of hire).

Required Competencies
- Attention to detail
- Problem-solving skills
- Exhibits good judgement
- Exhibits initiative and work ethic
- Open-minded and open to change
- Communication skills, both written and oral
- Ability to plan, implement, and manage complex projects
- Skilled in using office software, including word processing and spreadsheets

Essential Functions
- Administer the library's e-mail accounts
- Oversee all signage inside library
- Responds to patron inquiries via social media and email
- Maintain up-to-date information and content on the website and social media accounts
- Work closely with leaders to develop and implement marketing plan
- Place orders and/or make recommendations for purchases to meet those needs
- Develop publicity materials including flyers, newsletters, and press releases
- Work with local news media to ensure the library's services and activities are publicized
- Facilitate internal communication to keep all staff informed of upcoming changes and events

PAY & HOURS: Full Time (37.5 hrs/week). Pay: $20.00 - $22.73, or for candidates with MLS, $25.19-$27.50; based upon experience and qualifications.

Niles District Library | 620 E. Main Street | Niles, MI 49120 | 269.683.8545 | nileslibrary.com

Niles District Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

BENEFITS FOR FULL-TIME EMPLOYEES

NILES DISTRICT LIBRARY

Pay & Hours
- Workday: 7.5 hours per day (37.5 hours per week / 75 hours per pay period)
- Breaks: 30-minute unpaid lunch; two paid 15-minute breaks

Insurance Benefits
- Blue Cross Blue Shield of Michigan Medical and Dental
- Companion Life Insurance fully paid by employer
- AFLAC: Voluntary and fully funded by the employee

Paid Time Off
- Holidays: 7 paid days
- Sick Time: 7.5 hours per month (90 hours per year)
- Vacation Time:
    - Year 1: 6.25 hours per month (10 days per year)
    - Year 2-4: 9.375 hours per month (15 days per year)
    - Year 5+: 12.5 hours per month (20 days per year)

Retirement Plans
- MERS of Michigan Defined Contribution Plan: 6% required employee contribution with a 6% employer match
- MERS 457 Plan: Voluntary and fully funded by the employee

**In addition to essential functions, all employees are expected to carry out other duties as assigned.*

Interested in applying? Email your resume to jobs@nileslibrary.net
Resumes should be sent as a PDF.

- Supplemental Application Materials -
Please include portfolio (link or PDF) or attach examples of previous work.