



February 7, 2025

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, collaboration, and offer services that meet community needs. The Library actively seeks individuals whose commitment and contributions will advance our mission to engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

Position: Full-Time Business Office Manager – Exempt
Administration Department

Hours: 40 hours per week. Hours may be scheduled to include days, evenings, and weekends.

Reports to the Director. Employees in this classification are responsible for the operations of the Library business office and performing a wide variety of complex clerical, customer service, human resource, and administrative activities to assist and support Library staff, the public, and Library-related boards.

Responsibilities May Include:

- Supervising the Business Office Specialist and ensuring work is properly performed under the goals and guidelines of the department.
- Managing and being responsible for all payroll-related functions.
- Assisting in developing performance evaluation processes and staff motivation initiatives.
- Serving as the main point of contact for personnel benefits for providers and staff.
- Administering employees' benefits including, but not limited to, health, retirement, insurance, etc.
- Maintaining and updating lists of employees, Friends of the Library, and donors.
- Creating, maintaining, and managing personnel records.
- Processing new or departing employee personnel forms.
- Maintaining an orderly file system for reports, records, documents, and general correspondence.
- Serving as back-up for the Executive Assistant and Business Office Specialist as needed.
- Overseeing documentation of all gifts and memorial donations, sending notices to the families of those honored, and receipts to the donors.
- Assisting with preparations for Friends of the Library events.
- Managing staff purchasing requests, including maintaining supply vendor relationships, preparing purchase orders, updating vendor history records for supply purchases, and assuring supplies are available to staff, as needed.
- Preparing statistical reports for the Director and for the annual report.
- Preparing bulk or special mailings for Post Office distribution.
- Assisting daily with mail: opening and distributing in-coming mail, weighing and assigning postage for out-going mail.

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

Minimum Qualifications:

- Bachelor's Degree or equivalent experience, with a strong foundation in general skills, including but not limited to communication, problem-solving, organization, and critical thinking.
- A minimum of 5 years of experience in business office management.
- At least 3 years of experience in human resources with proficiency in payroll systems, benefits administration, performance evaluations, staff motivation, and maintaining personnel records.
- A minimum of 2 years of supervisory experience.
- Knowledge of employment laws including FMLA, ADA, and FSLA.
- Proven ability to apply strong mathematical skills with a high level of accuracy and reliability.
- A positive and enthusiastic approach to public library service.
- Excellent customer services skills, including over the phone, online, and in-person.
- Proficient in the use of technology including Microsoft Office Suite.
- Ability to quickly understand and successfully utilize new systems, technologies, and processes.
- Effective oral and written communication skills, including the ability to explain complex information and instructions to patrons and staff.
- Ability to manage a broad array of responsibilities and effectively collaborate with others.
- Ability to work with diverse audiences, maintain effective working relationships, resolve minor conflicts.
- Ability to troubleshoot, define problems, collect data, establish facts and draw valid conclusions.
- Ability to maintain confidentiality of Library records and private information in accordance with the Library Privacy Act.
- Ability to understand and correctly interpret Library policies and procedures, with a special focus on personnel policies and fringe benefit administration.

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

Light Work for purposes of mail sorting, filing, copying and other shared office functions: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking or standing to a significant degree.

Salary Range: \$52,000-\$62,000

Benefits: Vacation, holidays, medical insurance, sick time, life insurance, MERS retirement savings programs, and more

Application: Application, cover letter, and resume accepted until Friday, February 28, 5:00 PM.
[Application Here](#)

To: Farmington Community Library
Attn: Crystal Peterson
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org