



Position Announcement

Business Librarian (Full-Time)

Are you fascinated by the world of business? Do you enjoy seeking out new connections and partnerships?

Are you collaborative, innovative, and eager to work with small businesses and entrepreneurs?

If so, consider coming to work with us as our Business Librarian.

We are looking for a skilled and outgoing employee to engage with the local business community. This person will be knowledgeable on issues of interest to business owners, organizations, and groups, and will provide support and execute programming. As part of the Adult Community Engagement Team, this person will primarily focus on business concerns, but will be called upon to become involved with other community groups as well.

This is a full-time (37.5 hours/week) position, with a requirement of working a regular weekend rotation and every Wednesday night in order to attend local business functions.

The pay range for this position is \$51,340-\$53,000 annually depending on qualifications.

We offer a comprehensive benefits package including health, dental, vision, life insurance, IMRF pension program, paid sick and vacation, as well as other related benefits.

Education/Experience/Qualifications

- Master's degree of Business Administration and/or Master's degree in library science or equivalent business-related education and experience preferred
- Experience with entrepreneurship, business practices and business development
- Knowledge of business trends

Knowledge, Skills, and Abilities

- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population
- Successfully handles multiple tasks and projects simultaneously
- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues
- Works independently and prioritizes tasks to meet deadlines

- Adaptable to changes in existing practices, library routines, and workflows
- Can operate a personal computer; has knowledge of ILS software, email, Windows, Excel, and basic word processing functions

To apply, please submit your resume, cover letter to hr@glenviewpl.org.

Please reference position code BusinessL2023

Decisions and criteria governing the employment relationship with all employees at the Glenview Public Library are made in a non-discriminatory manner, without regard to race, color, religion, actual or perceived sex, gender, national origin, citizenship status, ancestry, sexual orientation or sexual preference, gender identity, age, marital status, pregnancy status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status, genetic information, or any other category protected by state, federal or local law.