



Position Announcement

Business Liaison (Full-Time)

Are you intrigued by the complexities of the business world? Do you thrive on building meaningful connections and fostering partnerships? If you're a collaborative, innovative individual who is passionate about working with small businesses and entrepreneurs, we have the perfect role for you – our Business Liaison position.

As a vital member of our Adult Community Engagement Team, you'll play a key role in engaging with the local business community. Your expertise will extend to various issues relevant to business owners, organizations, and groups, where you'll provide support and execute engaging programming. While your primary focus will be on business concerns, you'll also have the opportunity to collaborate with other community groups.

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

- Masters Degree required
- Masters Degree in Library Science preferred
- Drivers License, reliable vehicle, and car insurance required
- 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 BusinessL2024

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