



Project Manager

The St. Charles Public Library is seeking a collaborative, detail-oriented, data-driven Project Manager to join our Administration team. This full-time management position plays a key role in coordinating library projects, supporting strategic initiatives, and ensuring organizational alignment across departments.

The ideal candidate is an organized problem-solver who excels in planning, communication, data analysis, and cross-departmental teamwork. If you enjoy transforming ideas into actionable plans, building effective workflows, and helping teams stay focused and aligned, we'd love to hear from you.

ESSENTIAL FUNCTIONS:

- Coordinate and track library projects of varying size and complexity.
- Develop project documentation, dashboards, workflows, timelines, and status reports.
- Facilitate project meetings, track action items, and support follow-up.
- Collect, analyze, and interpret data to support decision-making.
- Support change management efforts and cross-departmental communication.
- Serve as a member of the Management Team.

KNOWLEDGE & SKILLS:

- Project management principles, workflow design, and process documentation.
- Data analysis, dashboard/report creation, strategic planning and performance tracking.
- Meeting facilitation, timeline management, and cross-team coordination.
- Strong written and verbal communication skills.
- Ability to handle multiple projects, solve problems proactively, and work independently with discretion and professionalism.

QUALIFICATIONS:

- Bachelor's degree in project management, business administration, public administration, organizational leadership, or a related field.
- At least three (3) years of professional experience managing projects, coordinating cross-functional teams, or supporting organizational planning; OR an equivalent combination of education, training, and experience.
- Experience in libraries, public organizations, nonprofits, or government is preferred.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, five (5) personal days, eleven (11) holidays
- Up to 20% remote work allowed, pending successful completion of probationary period
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment

- Professional development opportunities and support for continuing education and conference attendance

SALARY: \$64,037 minimum, \$85,383 midpoint, \$106,729 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,

Attention: Kate Buckson, Director

Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer