

Library Business Manager Tompkins County

Department: Library-Tompkins County Public

Classification: Competitive

Approved: TCPL Board Action June 2008

Revised: 9/16, 11/23

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in accounting, business administration, or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree, or 60 college credit hours, with a focus in accounting, business administration, or a related field **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior administrative position involving independent responsibility for the supervision and coordination of the fiscal, human resources and operational functions of a central library. The position is responsible for budget formulation analysis, tracking, fiscal management, human resources and benefit administration, statistical reports and record keeping. The nature of the work also requires the confidential handling of sensitive labor relations information. Work is performed in accordance with policies and objectives directed and outlined by the Library Director, with high autonomy and significant independent judgment. The incumbent works under the general direction of the Library Director and participates in financial strategic planning for the organization. The position acts as a liaison with a variety of other departments and agencies and supervises the Principal Account Clerk and any staff assigned to the Business office. This position provides budget orientation for Board of Trustees and staff as well as provides new staff orientation. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the timely, accurate recording and reporting of all financial transactions for the Library, including payroll, cash receipts, cash disbursements, and investments.
- Develops, Administers, and Assesses policies and procedures related to budget, financial operations, personnel and benefit administration;
- Serves as a member of the Library Board Finance & Personnel Committee;
- Prepares budgets, related fiscal analysis, and materials needed for board resolutions and budget adjustments;
- Ensures the implementation and maintenance of necessary financial controls;
- Supports labor negotiations through research, preparing impact projections, or suggesting modifications to labor contracts; serves on the management negotiating team and participates in labor management meetings;
- Responsible for the effective implementation of union contracts, federal and state laws, and civil service rules to situational human resource issues;
- Serves as liaison with County Department of Human Resources; Responsible for compliance with Civil Service requirements and procedures.
- Responsible for Orienting new employees to library compensation and benefit programs;
- Works with Library staff to facilitate filling position vacancies;
- Serves as a member of the Library leadership team;
- Responsible for all required reporting for the payroll and human resources functions of the Library;
- Fixed assets: maintain current list of assets in compliance with capital assets policy and GASB;

- Responsible for benefit program administration and related staff support and training;
- Maintains and reconciles all general ledger accounts and prepares journal entries as necessary;
- Revises, systemizes, and installs account keeping methods and procedures and adjusts accounting software accordingly;
- Analyze and prepare projections and reports for Director and trustees as requested; produces monthly financial statement for the Library Board of Trustees;
- Monitors and plans cash flow, investments, and necessary transfers;
- Monitors contracts and service agreements, initiates proposals for changes;
- Directs or prepares the compilation and analysis of a variety of complex financial and statistical records, reports and projections including State annual report and library organization surveys and other governmental reporting;
- Prepares annual audit records and consults with independent auditors;
- Maintains archived accounting and payroll records;
- May provide notary public services for employees and general public;
- Participates in organization committees, task forces and service initiatives.
- Other related duties as assigned/required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration, accounting and budgeting including fund accounting, and payroll and benefits administration;
- Thorough knowledge of policies, procedures, negotiated provisions and legal requirements in all benefit areas;
- Thorough knowledge of personnel procedures to allow correct interpretation and application of benefit areas of negotiated union contracts;
- Good knowledge of the organization's mission, policies, and operating procedures;
- Good knowledge of the laws and regulations pertaining to the organization;
- Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;
- Ability to prioritize multiple and conflicting priorities and meet deadlines;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively and correctly both orally and in writing
- Ability to independently handle routine administrative details;
- Ability to relate well and develop working relationships with employees in all departments and board members;
- Ability to develop working relationships with vendors, service providers, and county departments;
- Ability to anticipate the human resource and business administration needs of the library board of trustees;
- Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately;
- Ability to perform close, detailed work involving considerable visual effort and concentration;
- Integrity and good judgment in solving complex account keeping, benefits administration or payroll issues;
- Skill or ability to operate an alphanumeric typewriter, word processor or personal computer keyboard with considerable precision and at an acceptable rate of speed;
- Skill or ability to work with spreadsheet, database, word processing programs;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. Office machines and software requires considerable precision, manual dexterity, knowledge and skill. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation and facilitate employment placements. Internal contacts will be with department heads and hiring managers throughout the organization and will require professional collaboration on overlapping projects, issues and efforts to diversify the organization. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of diversity strategies. The work

environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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