Library Business Manager
Tompkins County

Department: Library-Tompkins County Public
Classification: Competitive
Labor Grade: Library grade 14
Approved: TCPL Board Action June 2008
Revised: 9/16
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) 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

(b) 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

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: Must have or obtain a Notary Public license within one year of permanent appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior administrative position involving independent responsibility for the supervision and coordination of the fiscal 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 at the Principal Account Clerk and any temporary 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:

- Assists the Library Director, Foundation Director and Board of Trustees in developing, administering and assessing policies and procedures related to budget, financial operations, and personnel and benefits;
- Participates as an active member of the Board Library Finance & Personnel Committee
- Makes budget studies, assists in the preparation of the total budget, prepares material needed for board resolutions and budget adjustments; and ensures the maintenance of necessary financial controls;
- Assists with labor negotiations through research, preparing impact projections, or suggesting modifications to labor contracts;
- Applies contracts to situational issues;
- Liaison with County personnel - comply with civil service procedures, file needed forms as required, coordinate job postings and appointments; Monitors and coordinates personnel changes, files forms and adjusts payroll and benefits accordingly; Orients new employees to library compensation and benefit programs; Works with Department Heads to facilitate filling position vacancies;
- Participates in Library leadership meetings to review, develop and implement policies, procedures and training;
- Employment enquiries - respond to requests for employment verification or provide confirmations to various agencies as requested;
- Labor statistics - monthly reporting of number of employees
- Keys - Maintain current list of building keys, respond to requests and changes due to staff turnover or change in responsibilities, one of two positions responsible for security keyfob record system and communicating with Security Company.
• Fixed assets: maintain current list of assets in compliance with capital assets policy and GASB;
• Oversees or performs payroll processing, payroll related payments to vendors, and payroll related reports;
• Benefit Management - administer benefit programs such as disability, health insurance, Flexible benefits, workers compensation, unemployment - some programs in close cooperation with Tompkins County. Reconcile balances, file reports as required. Arrange for representative, consult with program managers as issues arise.
• NYS retirement enquiries - Complete enquiries regarding previous employment, retirement; oversees or completes benefit program work completed by Principal Account Clerk;
• Applies various labor contract provisions to computerized payroll system;
• Files quarterly federal 941 and NYS 45 tax returns;
• Reconciles and issues annual W-2s;
• Maintains and balances all general ledger accounts;
• 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;
• Oversees and supervises or may perform accounts payable and cash receipts functions including the confidential recording of donations;
• Reconciles bank statements to general ledger accounts;
• Monitors and plans cash flow, investments, and transfers in conjunction with Library ;
• Maintains reference materials and updates, relative to benefit areas;
• Files NYS grant application and reimbursement forms;
• 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;
• Represents TCPL by participating in the Finance Managers Group (FINZ) of Tompkins County
• Responds to employment verifications, income reporting, applies garnishees and collections of various outside agencies;
• Has oversight of building telephone system and responsible for communicating with vendor.
• May provide notary public services for employees and general public;
• Oversee and supervise supply and equipment purchasing processes; may perform purchasing
• Participate in organization committees, task forces and service initiatives.

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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