



POSITION DESCRIPTION

Job Title: Business and Communications Manager		Department: Library	
REPORTS TO: Library Director	SUPERVISES: <ul style="list-style-type: none"> • Office Specialist • Maintenance Worker • Custodian Is and Substitutes • Technical Services Aides and Substitutes 		FLSA STATUS: Non-Exempt
Bargaining Unit: N/A		Effective Date: October 2018	

POSITION SUMMARY

Under general direction, this position is responsible for compiling and monitoring the Library budget and all financial functions including but not limited to accounts receivable, accounts payable, grants and gifts, financial statements and reporting, statistical analysis, supervising the purchasing function and for personnel, payroll and office administration. This position coordinates acquisitions-related workflow processes to assist the efficient ordering and receiving of collection materials. This position is also responsible for the development and coordination of library communication to customers, the general public, outside organizations, the media and staff whether in print, visually or electronically including social media. This position supervises maintenance and custodial staff, providing oversight of the cleaning, maintenance, repair, and improvement of the library building and grounds. In addition, the Business and Communications Manager serves as a resource person for the Library Board of Trustees, Library and City staff.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential function of the position include, but are not limited to the following:

Business Administration

- Supervises Library financial condition; provides information relative to budgeted accounts throughout the year for Board Trustees, Director, auditors, staff and outside groups.
- Prepares monthly and annual financial reports. Projects year-end fund balance.
- Verifies and prepares all vouchers for approval and payment, assigns account numbers and submits bills and claims listing to Library Board for approval. As appropriate and authorized, recommends, requests, or makes adjusting journal entries for accruals and closing entries monthly and at end of the year. Maintains subsidiary ledgers for various accounts.
- Maintains Library's petty cash, bank account and gift accounts and supervises cash count and deposits.
- Assists with Library gift funds, donor appeals, and grant requests.
- Coordinates with City for annual audit work and answers Auditors' questions as needed. Assists City accounting staff with maintaining Library fixed asset records, financial reports and payroll.
- Completes all customer billing, makes monthly accounts receivable adjusting journal entries.
- Reports all grant and gift receipts to Library Board for approval and appropriation.
- Attends Library Board meetings and presents financial report, bills and claims reports, and statistical reports.

- Working with the Director, supervisors and other appropriate personnel, completes and files state-required annual report by the mandated deadline.
- Oversees Library purchasing program ensuring compliance with State, City and Library policies and laws. Approves purchasing requisitions and procurement card expenditures. Completes procurement card entries monthly within the municipal accounting system for all staff holding a procurement card. Meets with Director regularly to prioritize and plan capital improvement projects, upgrades, replacements, and repairs.
- Reviews vendor contracts for fairness and/or legal problems, or forwards to appropriate City department for assistance.
- Manages service and maintenance contracts on equipment through the City.
- Manages and safeguards confidential and comprehensive files of Library records and historical information, which may include the use of City imaging software and databases.
- Updates annually all benefit information for employees.
- Computes all pay increases, tracks benefits information, and provides City with anniversary dates and pay rates for employees. Maintains all employee personnel records.
- Cross-trains with Director to serve as backup HR.
- Coordinates sale or disposal of retired library property through approved channels.
- Tracks employee work hours related to PERA eligibility.
- Monitors employee time sheets and leave account balances.
- Orients new employees on personnel policies and fringe benefits, provides current employees with information on personnel policies and benefit programs.
- Supervises, trains, directs and evaluates Administrative office staff.
- Supervises, trains, directs and evaluates Custodial staff.
- Supervises, trains, directs and evaluates Technical Services staff.
- Makes recommendations to Director for changes in policies.
- Compiles and analyzes numerous service statistics, and completes various surveys and reports.
- Conducts and compiles research for policy decisions.
- Keeps current on all relevant accounting directives and training.
- Serves as backup to Office Specialist.
- May be designated to be responsible for library operations in absence of Director.

Acquisitions

- Plans, directs and manages the acquisition and processing of library collection materials.
- Develops in-depth knowledge of the integrated library system's Acquisitions module, searching for efficiencies, shortcuts, and value of statistical reports available.
- Investigates, troubleshoots and implements electronic ordering and invoicing for all vendors, including serials vendor.
- Enters appropriations at beginning of budget year. Allocates print and non-print funding as directed by selectors. Creates and monitors financial records for on-order items. Closes accounts at year-end.
- Oversees materials flow through division for efficient, steady movement of materials to patrons.
- Creates and runs reports as necessary for statistical analysis.
- Develops work output standards for ordering, invoicing, entering and processing.
- Annually, collaborates with staff for goal setting and review of acquisitions, processing and materials flow. Regularly assesses recommendations for changes in procedure to enhance efficiency.

- Manages and monitors the developed knowledge bank of technical services staff and documentation of workflow and major duties of each position.
- Manages and directs cross-training for each position.

Communications

- Develops and oversees a coordinated communications services program at the library, including print, web, and social media.
- Works closely with appropriate staff to oversee the creation of materials that accurately reflect and communicate the library's content and service objectives. Coordinates with the Information Services Supervisor to aid in the posting of library communications on the library's website in a timely, efficient manner.
- Working with other supervisors and staff, facilitates the marketing and promotion of current and new services and resources to the staff and community.
- Maintains awareness of national trends in library public relations.
- Attends Library Board meetings, records and publishes minutes of Library Board, prepares agendas and gathers supporting documentation for Board packets, maintains official Board records, and helps ensure compliance with Minnesota's Open Meeting laws.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education

- Bachelor's degree from an accredited college or university in Business Administration or related field is required.

Experience

- Four (4) years of experience in business administration is required.

Knowledge, Abilities and Skills

- Ability to apply comprehensive knowledge of generally accepted accounting and auditing principles for government units.
- Planning, organizational, project management, budgeting and training skills.
- Ability to effectively interact and work with the public, the media, outside organizations, library staff, and a diverse user population.
- Supervisory experience and the ability to work effectively as part of a team.
- Ability to model and reinforce integrity, ethics and excellence in work performance.
- Ability to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals.
- Ability to carry out Library's philosophy, policies and procedures.
- Strong interpersonal and communication skills, oral and written.
- Ability to work with a high degree of accuracy and attention to detail.
- Proficient with word processing, spreadsheet and graphing software.
- Ability to operate a variety of library and office equipment including computer and printer, photocopier and fax machines.
- Ability and initiative to work independently and efficiently with minimal direction.

Business and Communications Manager

- Ability to exercise good judgment.

Special Equipment

Library computer system; personal computer including word processing, data base management, and communications software; calculator; copy and fax machines; telephone.

Special Requirements

None.

COMPLEXITY

Work requires many different processes and methods applied to an established professional or technical field.

RESPONSIBILITY

Supervision Needed: This position both (a) operates under minimal supervision based on overall objectives and available resources and (b) must make decisions based on inadequate guidelines that require considerable interpretation and force the employee to plan all the phases of the assignment and develop some new methods.

Supervision Given: Coordination of work in multiple but related functions through subordinate supervisors.

Impact: Work affects a wide range of professional projects or administrative activities of the organization, influences internal or external operations, and impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: While performing the duties of this job, this position:

Moderately strenuous - Occasionally runs, and/or Frequently Climbs up to 50 steps, and/or Continuously Balances, Bends/Stoops, Kneels, Crouches, Squats, Crawls, Stands, Walks, or Reaches above shoulder level, and/or Exerts up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.