Avalon Free Public Library Position Description

<table>
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<tr>
<th>Position: Business Manager</th>
<th>Department: Library</th>
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<tr>
<td>Reports to: Director</td>
<td>Revised: August 2021</td>
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<td>Status: Nonexempt</td>
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**Position Summary**
Under supervision of the Director, the Business Manager is responsible for maintaining accounting and personnel records, preparing financial reports and documentation pertinent to a municipal library, and handling administrative duties for the Director.

**Contacts**
The Business Manager has internal contacts with the entire library staff and Board of Trustees. They have external contact with Borough representatives and professional services. This position has access to patron and staff information and library resources. This is a confidential position.

**Essential Functions**

- **Human Resources Management**
  - Assist library employees with personnel and payroll inquiries. Supported by ongoing professional development, maintain current knowledge of local government personnel policy and details. Keep employees apprised of employment related notices.
  - Coordinate with the Borough Finance office to execute monthly payroll purchase orders.
  - Using existing tools or via new resources, maintain staff schedule and time requests; track and maintain reports for employees' attendance and absences with input from the Department Heads and in accordance with Borough policy.
  - Maintain all general, personnel, and Board of Trustees files held at the library, including set up and weeding of files each fiscal year in accordance with the State of New Jersey Record Retention Guidelines.
  - Coordinate administrative aspects for library hiring and personnel projects, including preparing and maintaining documentation for employee onboarding and exit.
  - Work with the Director to ensure all personnel policies and manuals in use by library staff are reviewed and updated annually. Make suggestions for updates as needed.
  - Prepare/file accident/injury reports.

- **Financial Management**
  - Ensure proper collection, custody, disbursement, and accounting of all funds, including year-end procedures.
  - Create and process all vendor purchase orders and vouchers, coordinating with the Director and staff to ensure that goods and services are ordered, received, and paid for in a timely fashion.
  - Keep records and provide accurate monthly and annual financial reports, and other reports as requested, to Director and Trustees.
  - Assist auditors, Director, and Trustees with all areas of the annual audit.
  - In coordination with the Recording Secretary for the Board of Trustees, prepare any reports or documentation needed for monthly Trustee meetings.
  - Record incoming cash, donations, and other library fines and fees, prepare library deposits.
  - Maintain accurate and proper records of donations and grant awards’ activities.
  - Assist the Director for the annual NJ State Library Per Capita Aid Application and other reports, as needed.
  - Assist the Director to ensure compliance with New Jersey State regulations for purchasing and record retention.
Facility Management Support
  - Ensure a safe and well-maintained facility for the public by coordinating ongoing and special maintenance and repairs, including but not limited to:
    - Onsite facility services provided by Avalon Elementary School
    - Contracts with service professionals
    - Contracts with equipment and equipment repair providers
    - DPW services provided through the Borough
  - Work with the Circulation Coordinator to maintain a library supply inventory.
  - Prepare library correspondence, reports, and other materials as required.

Knowledge, Skills, and Abilities
A. Thorough knowledge of office practices and procedures, including ability to compose reports, letters, and memoranda independently.
B. Ability to comprehend established office routines, as well as complex rules and regulations and skills to maintain suitable records and files. A strict adherence to privacy and confidentiality is required.
C. Willingness to complete Human Resources certification, if not already certified.
D. Working knowledge of employment laws and other compliance issues.
E. Excellent verbal and written communication and interpersonal skills, including proficiency in developing and delivering presentations.
F. Ability to maintain effective working relationships with Borough officials, colleagues, vendors, and patrons.
G. Ability to manage competing deadlines and work under pressure.
H. Highly organized with strong attention to detail.
I. Strong judgment, highly developed problem-solving skills, and a keen focus on continuous improvement.
J. Ability to deal with sensitive issues with directness and compassion when necessary and provide thoughtful, progressive, and strategic guidance.
K. Ability to type and transcribe efficiently.

Experience, Education, and Licensure
Bachelor’s degree in a relevant field and at least 1 year of office administration/human resources experience OR HS Diploma with at least 4 years of experience in office administration/human resources, preferably in a municipal or library setting. Must be proficient with Microsoft Office and Google Suite.
- Nationally recognized HR certification such as PHR or SHRM, preferred.
- Bookkeeping and/or municipal financial software experience, preferred.

Must be at least 18 years old to apply. Employment offers are conditional upon a successful background and reference check and include a probationary period.

Physical Demands
The physical 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.

1. While performing the duties of this job, the employee will spend the majority of their time seated in an office setting. The employee will occasionally reach, stoop, or kneel to execute office tasks.
2. The employee will use their hands to use library tools and equipment, such as a computer keyboard and mouse.
3. In a meeting setting during the taking of minutes the employee will be required to carefully listen and observe details.
4. The employee will frequently speak and listen when interacting with colleagues and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.
Work Environment
The work environment characteristics 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.

1. The noise level in the work environment is usually moderate.
2. The temperature in the work environment is controlled.
3. Although work is primarily indoors, you may be required to travel outside to other community locations.
4. Position will require regular attendance at library meetings and occasional attendance at other meetings, as required.

Nothing in this position description restricts organization’s right to assign or reassign duties and responsibilities to this job at any time.