



Niles Public Library District

Job Description

Job Title: Business Manager
Department: Administration
Reports To: Library Director
Classification: Grade 2
Status: Exempt

JOB SUMMARY

Under the direction and supervision of the Library Director, the Business Manager is responsible for the Library's financial operations. The work requires exercising considerable professional skill, initiative, and independent judgment. It involves staff training, development and performance evaluation of the Maintenance and Information Technology Supervisors, the Business Office Assistant and the Human Resources Coordinator. Supervises all security issues and personnel. Deals responsibly with problems and emergencies to maintain a safe and pleasant environment. May serve as Assistant to the Director and Person-in-Charge in the absence of the Library Director.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Works with Library Director and Senior Management Team to prepare a strategic plan.
7. Works with Library Director and Senior Management Team to prepare a budget-tied to strategic plan.
8. Keeps up-to-date through whatever means necessary on trends, mandates, and laws impacting accounting, investments, human resources and any other governmental finance-related issues.
9. Prepares monthly financial reports for the Library Board of Trustees.
10. Develops RFPs, bid, and specification packages as needed for equipment, repair, maintenance, and remodeling projects. Provides supervision and monitoring for these services and projects.
11. Maintains and renegotiates adequate coverage of all commercial insurance policies.
12. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of the Maintenance Services Supervisor, the Information Technology Services Supervisor, and the Business Office Assistant.
13. Responsible for payroll functions and related tax through the payroll vendor.
14. Tracks and maintains accurate, up-to-date records for library personnel benefits.
15. Monitors organization and contracting of all health insurance and deferred compensation plans.

16. Monitors completion of performance appraisals for all Library personnel and processes appropriate merit increases.
17. Plans and coordinates the operation of the Business Office.
18. Evaluates and maintains the effectiveness and efficiency of department procedures, services, and equipment.
19. Responsible for department records, statistics, and reports.
20. Researches, evaluates, and recommends new technology as it relates to the Business Office.
21. Maintains memberships in and participates in professional organizations.
22. Assists the Library Director and others in planning staff training and in-service events, preparing written materials as needed.
23. Assists the Library Director in completing certain reports and surveys as needed.
24. Represents the Library at community organizations and events.
25. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Library Director.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. Ability to troubleshoot.
6. Ability to represent the Library in a professional manner.
7. Knowledge of tax levies and appropriations.
8. Ability to staff, train, and evaluate reporting positions.
9. Knowledge of governmental fund accounting.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATIONS

1. Ability to confidentially and accurately perform office-related functions including extended concentration on a computer and typing capability. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Employee must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Bachelor's Degree in accounting with proficiency in the use of accounting software.
2. Proven experience in financial operations within a governmental entity.
3. Three to five years of progressively responsible supervisory experience in a tax agency.
4. Demonstrated skill in physical plant operation and maintenance.
5. Experience in monitoring personnel records, processing payrolls, and administering employee benefits.

6. Willingness to attend conferences, seminars, and educational opportunities to learn new legislation and procedures.
7. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.