Job Description

Position Title: Finance & Operations Director

Classification: M

Supervisor Title: Executive Director

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Executive Director, this position facilitates superior library service through administration of the finance and building operations of the library including budgeting, planning, and financial operations, oversite of building maintenance, and project management of capital improvement projects.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  CPA) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Thorough knowledge of federal, state and local governmental and employment laws.
2. Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Thorough knowledge of the principles and practices of public finance administration including GASB regulations and related statutory requirements for governmental organizations.
4. Working knowledge of building maintenance and experience in managing capital improvement projects.
5. Working knowledge of finance related technology and software with the ability to problem solve and troubleshoot.
6. Working knowledge of public library administration, project planning, and supervisory methods and techniques.
7. Five years of technical accounting experience.
8. Four years project or operation management experience.
9. Three years of supervisory duties.
10. Experience in handling confidential information.

## ESSENTIAL FUNCTIONS

1. Oversees the development, implementation, management, and evaluation of activities related to the library’s finances including budgeting, accounting, and financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.
2. Oversees the facilities manager and manages the project planning, implementation, and completion of building and grounds capital projects.
3. Hires, trains, coaches, schedules, supervises and evaluates staff; coordinating and monitoring work flow to determine staffing needs.
4. Works on library wide projects, initiatives, and issues as a key member of the Administration Team in conjunction with the Executive Director, Assistant Director and HR Manager.
5. Prepares and maintains departmental records, statistics and reports and ensures library compliance with the Illinois Records Retention Act and Freedom of Information Act.
6. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
7. Participates in appropriate local, state and national organizations.
8. Participates in relevant training, continuing education and/or staff development.
9. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

PHYSICAL REQUIRMEMENTS

1. Constantly moves about building to access file cabinets and deliver materials.
2. Constantly operates a computer and other office machinery, such as a coin counter, printers/copiers, and calculator.
3. Constantly communicates with staff and vendors.
4. Constantly discerns items near and far.
5. Frequently transports materials weighing up to 35 lbs. to move files and refill office supplies.