

OFFICE SUPERVISOR (LIBRARY)

Position Purpose:

The purpose of this position is to oversee and coordinate the business office of a major municipal department. Performs a wide variety of complex administrative duties under the general direction of the Library Director. Responsible for overseeing all office services, including purchasing, payroll, account reconciliation, monthly financial reports, bookkeeping and accounting, and other duties in support of the operations of the Goodnow Library. Performs all other related work as required.

Supervision:

Supervision Scope: Work requires the exercise of excellent judgment, confidentiality, and application of a variety of municipal regulations as well as library and network policy. Independently performs a variety of responsible administrative and technical functions requiring a thorough knowledge of departmental operations.

Supervision Received: Works closely with the Library Director and other supervisors. Generally determines his/her own daily work plan and chooses amongst appropriate courses of action to achieve defined objectives; refers only unusual cases to the Director.

Supervision Given: None

Job Environment:

Work is performed under typical library and office conditions; the noise level is moderate with frequent interruptions.

Operates computers, multifunction devices (copier, scanner, printer), printers, VOIP telephone system. Must have thorough knowledge of Microsoft Office Suite, MUNIS, vendor websites, all Outlook functions and working knowledge of the library's Integrated Library System, Sierra.

Makes frequent contact with town department staff, public officials, the general public, vendors, and outside agencies and organizations. Interactions require a high degree of tact, diplomacy, and confidentiality.

Most of the work involves continual tracking and prioritization of multiple tasks. Errors could have negative impact on the department's budget process; poor relations with the public, vendors and town departments, and/or legal ramifications.

Essential Functions:

(The essential functions or duties listed below 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.)

Process complex bi-weekly payroll for ~30 staff members, including irregular weekend hours, substitute shifts, and any changes due to payroll authorizations.

Process invoices using MUNIS® financial software covering operating expenses, state aid, and gift accounts.

Prepare and submit bills bi-weekly according to warrant schedule.

Maintain vendor files; obtain W-9 forms, including speakers and performers, as needed.

Provide operating budget figures to the Director and Trustees monthly for analysis.

Prepare deposits totaling \$50,000-\$55,000 annually for the Finance Department of fines, payments for lost materials, and meeting rooms.

Assists the Director in the preparation of the budget. Works closely with the Director in obtaining, compiling, and analyzing comparative salary data and other personnel related data.

Work closely with the Director on end-of-year budget projections in areas other than payroll.

Work closely with Director to prepare bids for cleaning service, copier leasing, etc.

Assemble detailed financial information for inclusion in yearly state reports required as a condition of state aid.

Assists other library departments with a variety of administrative duties such as preparing reports, maintaining records.

Maintains personnel records for all employees. Serves as the primary staff contact for questions and concerns relating to benefits and personnel matters in the library.

Maintain spreadsheets and organized filing system for all expenditures.

Oversees ordering of supplies. Maintains adequate inventory.

Process and submit invoices to the Friends of the Goodnow Library for copier lease and supplies used by the public.

Deliver outgoing mail to Town Hall, deliver interdepartmental mail appropriately and bring items from Town Hall back to the library, directing them appropriately.

Oversees the Library's Volunteer applications and placement.

Assist in preparations for the library's annual Volunteer Luncheon.

Assist the Director and other supervisors in the evaluation of administrative procedures and planning and implementing approved changes. Part of Library leadership team. Attends all meetings.

Collects and submits to Human Resources Department all paperwork for new employees.

Assists Director with interviewing process of part time and substitute library clerks.

Coordinates service calls for facility repair and maintenance. Monitors cleaning service and custodian.

Upon request of the Director, perform other tasks requiring similar levels of skill and responsibility.

Acts as confidential executive secretary to the Director. Prepares executive-level reports and records.

Provides contact for staff when the Director is unavailable.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates degree. Up to three years of experience in office management involving accounting, invoice payment, personnel records, and payroll preparation; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge, Ability and Skill:

Knowledge: Familiarity with public library systems and town government. Thorough knowledge of office practices and procedures. Working knowledge of bookkeeping and financial record keeping. Working knowledge of accounts maintenance practices and computer programs used in the work of the office. Thorough knowledge of automated vendor systems for ordering.

Ability: Ability to maintain detailed records and to prepare reports from same. Ability to work effectively under time constraints to meet deadlines, and to multi-task. Ability to work cooperatively with other staff members and within established guidelines. Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, statistical, financial and databases. Ability to perform duties independently. Ability to communicate effectively with people of all ages in a courteous manner. Ability to compile and maintain comprehensive and accurate detailed budget accounts and financial, personnel, and clerical records. Ability and willingness to learn new skills relevant to automated public library operations.

Skills: Skill in operating all of the above listed tools and equipment. Excellent administrative skills. Expertise and skill in utilizing personal computers, popular word processing, database, statistical, financial and spreadsheet applications.

Physical Requirements:

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.

Tasks require the ability to exert light physical effort in light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files, and other common office objects. Essential functions require close vision for regularly working with details and numbers. Some tasks require the ability to communicate orally.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)