

CAMDEN COUNTY LIBRARY DISTRICT

JOB DESCRIPTIONS

JOB TITLE: ASSISTANT DIRECTOR FOR BUSINESS MANAGEMENT

CLASSIFICATION: Administrative/Exempt

NATURE OF WORK: Has responsible charge of the Outreach, ILL, Technical Services, Marketing/PR, and Maintenance departments. Manages the daily business operations of the library district. Maintains personnel, financial, business and library records. Performs administrative, personnel, office, and bookkeeping duties. Understands, implements, and monitors library policies and procedures.

EXAMPLES OF WORK PERFORMED: Assigns and supervises the work of the Outreach, ILL, Technical Services, Marketing/PR, and Maintenance departments. Maintains personnel records, employee payroll, office files, and vendor files. Recommends policies for the library district and assists in developing plans for improving library services and library buildings. Confers with the Director in policy matters; informs the Director of developments, problems, and staff opinions affecting employee morale or personnel issues. Assists the Director with planning and development of the yearly budget. Administers the group health insurance and retirement plans.

Responsible for accounts receivable accounts payable and purchasing. Maintains accounting records and monitors fund balances, expenditures, and cash flow. Records income and expenditures as prescribed by state-mandated rules. Prepares payment checks, deposits, bank reconciliations, and financial statements. Assists outside auditors with the yearly audit. Performs human resources activities, maintains employee payroll records, and pays monthly and quarterly payroll taxes. Compiles and prepares monthly circulation statistics. Organizes and prepares materials for board meetings. Attends board meetings. Orders supplies as needed. Informs employees and answers questions regarding library policies and procedures. In charge of library operations in the absence of the Director and other assigned duties.

SUPERVISION: Assistant Director for Business Management works largely without direct supervision. Supervision, when needed, comes from the Director and takes the form of an occasional review of his/her works for accuracy and output.

EDUCATION AND EXPERIENCE: Bachelor's Degree in a related field plus five years of administrative experience required. MLS is a plus.

DESIRED SKILLS AND KNOWLEDGE: Thorough knowledge of library policies and procedures, human resources, and bookkeeping. Strong oral and written communication skills. Computer skills, particularly with accounting software, spreadsheets, and word processors. Excellent organizational skills. Ability to maintain accounting records in compliance with state-mandated rules and regulations. Ability to make decisions and maintain effective working relationships with other employees and the general public.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the organization.