

Administrative Services Manager

Last updated: December 2024

Department:	Reports to:	Pay Grade:
Administration	Executive Director	9
Schedule:	Supervises:	Classification:
37.5 hours per week. Scheduling may require availability during any Library operating hours, including days, evenings and weekends, and occasionally when the Library is closed. Flexibility is required as need arises.	Administrative Assistant, Custodial employees	Full-time Exempt

Requirements for All Employees:

- Ability to communicate clearly and effectively.
- Ability to work pleasantly and effectively with the public and staff.
- Assist in promoting a safe working environment.
- Be familiar with library policies and procedures and be able to make decisions in accordance with them.
- Observe opening and closing procedures as required.
- Provide a welcoming and inclusive environment for patrons and staff.

Qualifications:

- Bachelor's degree in business administration, office management, human resource management, or accounting.
- Three (3) years of experience in a business office setting performing human relations, accounting and similar functions.
- Two (2) years of leadership experience.

Knowledge, Skills, and Abilities:

- Ability to analyze data and set goals.
- Ability to exercise discretion and sensitivity in personal interactions and maintain a high level of confidentiality.
- Ability to keep records and prepare reports.
- Ability to manage and train department staff.
- Ability to manage multiple projects simultaneously with attention to detail.
- Ability to meet deadlines.
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Ability to see projects through to completion.

- Ability to work independently and as a member of a team.
- Demonstrates advanced knowledge of Excel.
- Knowledge of accounting and payroll principles and practices.
- Knowledge of federal and state laws relating to employment and human resource administration.
- Knowledge of human resources skills including payroll, benefits, and administrative functions.
- Knowledge of integrated library systems.
- Knowledge of library materials and technology.
- Knowledge of local, state, and federal library laws.
- Knowledge of the principles and practices of public library functions.
- Knowledge of standard budgeting procedures.
- Knowledge of statistical record keeping.
- Proficiency in Google Suite and Microsoft Office.
- Proficiency in QuickBooks Online.

Duties and Responsibilities:

Business and Finance:

- Prepare financial reports, organize and distribute library board meeting packets.
- Prepare and submit required records and reports in keeping with the policies and procedures of the library.
- Coordinate required or legislated staff training.
- Maintain library records as required by the Local Records Management Act.
- Serve as employee benefits administrator and IMRF Authorized Agent.
- Maintain file of contracts and certificates of insurance.
- Assist in preparing budget and monitoring expenditures to ensure they remain within budgetary limits.
- Monitor daily cash flow by reviewing receipts, disbursements, and reconciled bank statements.
- Manage the annual audit process, prepares and organizes required documentation, and provides assistance to the auditor.
- Create the annual Report of Receipts and Disbursements.
- Maintain W-9's and reports new contractors to IDES.
- Maintain W-2's and monitor payroll company reporting of new hires to IDES.
- Annually prepares sales tax and unclaimed property reports for the State of Illinois.

Continuing Education:

- Keep informed of trends in library service and participate in professional development activities relating to areas of responsibility to maintain current expertise and expand knowledge base.
- Complete required training as assigned.
- Attend all-staff and department meetings.
- Keep informed of current information and trends at the local, regional, and state library level.

Human Resources:

- Manage human resource functions, including onboarding new employees, benefit administration, separations, and maintenance of personnel records, ensuring compliance with laws and regulations.
- Administer library personnel policy, including review of state and federal governmental and regulatory compliance and recommends changes as needed.
- Administer payroll, including review of timesheets, tracking of earned benefit time and submitting information to the payroll company.
- Remain current on laws and regulations affecting payroll, human resources and benefits.
- Coordinate job postings, receipt and review of employment applications, and lead candidate interviews.
- Provide counsel and guidance to all levels of employees and management to constructively address employee relations, conflicts, disciplinary actions, and interpretation and clarification of library guidelines and policies.

Administration:

- Ensure library facilities are safe and secure, act as co-chair of the library safety committee.
- Provide leadership library wide; make decisions, solve problems, develop library wide procedures.

Management:

- Develop and meet annual department goals that correlate with the Library's strategic goals and mission.
- Maintain effective and efficient management and daily operations of their department.
- Participate in interviews and selection of department staff.
- Manage, train, schedule, motivate, and evaluate department staff.
- Understand and enforce the Library's policies and procedures, effectively convey them to the public and staff, and make decisions in accordance with them.
- Safeguard confidential, restricted, and sensitive information.
- Develop and implement department benchmarks and a training plan to ensure staff meet benchmarks.
- Inform the Executive Director about issues, needs and operation of the department. Make appropriate recommendations based on thorough study and analysis.
- Prepare an annual departmental budget and administer budget effectively, keeping expenditures within board approved appropriations.
- Prepare and present statistical and narrative reports for the staff, Board, and other stakeholders as needed or required.
- Actively participate in management team and other meetings.
- Take a position in the library chain of command.
- Maintain a department schedule and approve timekeeping records.
- Cooperate with assigned staff to maintain an effective public relations program.
- Keep informed of trends in area(s) of responsibility.
- Assist in the creation and revision of Library policies as required.
- Evaluate, maintain, and create procedures as necessary.
- Attend Board meetings as requested or required.
- Assist in maintaining the Library's data warehouse.

- Provide leadership library wide; make decisions, solve problems, develop library wide procedures.
- Coordinate person in charge (PIC) training for new employees with appropriate staff.

Other:

- Coordinate food and supplies for designated library events.
- Actively participate on committees as assigned.
- Perform related duties as required and assigned.

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.

- Essential and marginal functions may require maintaining a stationary position as well as movement in the office to access file cabinets, equipment, etc.
- The ability to position self to maintain files in file cabinets.
- Occasionally move boxes weighing up to 50 pounds.
- Occasionally move or transport a cart up to 100 pounds.
- Continually operates a computer and other office productivity equipment such as a copy/fax machine and printer.
- The ability to accurately communicate and exchange information and ideas so that others will understand.
- The ability to observe details at close or distant ranges.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Executive Director to assign, direct, and control the work of the Administrative Services Manager.