

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Library Business Manager

SALARY: \$70,000 - \$85,000

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 05/07/24

THE FINAL DATE TO FILE APPLICATIONS: 05/28/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/29/24

RESIDENCY WAIVED

The Tompkins County Public Library is seeking a qualified Business Manager to support the Library's mission through supervising and coordinating the fiscal systems, human resources, and other operational functions of the Library. The successful candidate will work as an essential part of the TCPL leadership team and in partnership with Tompkins County, the City of Ithaca, the Town of Ithaca, the Friends of the Tompkins County Public Library, and the TCPL Foundation. Communication skills, active listening, and an enjoyment for working with people in a collaborative environment are essential for success.

This is a provisional, full-time, 35-hour-per-week position in downtown Ithaca.

Please submit a cover letter and resume with your application.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in accounting, business administration, or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree, or 60 college credit hours, with a focus in accounting, business administration, or a related field **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior administrative position involving independent responsibility for the supervision and coordination of the fiscal, human resources and operational functions of a central library. The position is responsible for budget formulation analysis, tracking, fiscal management, human resources and benefit administration, statistical reports and record keeping. The nature of the work also requires the confidential handling of sensitive labor relations information. Work is performed in accordance with policies and objectives directed and outlined by the Library Director, with high autonomy and significant independent judgment. The incumbent works under the general direction of the Library Director and participates in financial strategic planning for the organization. The position acts as a liaison with a variety of other departments and agencies and supervises the Principal Account Clerk and any staff assigned to the Business office. This position provides budget orientation for Board of Trustees and staff as well as provides new staff orientation. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the timely, accurate recording and reporting of all financial transactions for the Library, including payroll, cash receipts, cash disbursements, and investments.
- Develops, Administers, and Assesses policies and procedures related to budget, financial operations, personnel and benefit administration;
- Serves as a member of the Library Board Finance & Personnel Committee;
- Prepares budgets, related fiscal analysis, and materials needed for board resolutions and budget adjustments;
- Ensures the implementation and maintenance of necessary financial controls;
- Supports labor negotiations through research, preparing impact projections, or suggesting modifications to labor contracts; serves on the management negotiating team and participates in labor management meetings;
- Responsible for the effective implementation of union contracts, federal and state laws, and civil service rules to situational human resource issues;
- Serves as liaison with County Department of Human Resources; Responsible for compliance with Civil Service requirements and procedures.
- Responsible for Orienting new employees to library compensation and benefit programs;
- Works with Library staff to facilitate filling position vacancies;
- Serves as a member of the Library leadership team;
- Responsible for all required reporting for the payroll and human resources functions of the Library;
- Fixed assets: maintain current list of assets in compliance with capital assets policy and GASB;
- Responsible for benefit program administration and related staff support and training;
- Maintains and reconciles all general ledger accounts and prepares journal entries as necessary;
- Revises, systemizes, and installs account keeping methods and procedures and adjusts accounting software accordingly;
- Analyze and prepare projections and reports for Director and trustees as requested; produces monthly financial statement for the Library Board of Trustees;
- Monitors and plans cash flow, investments, and necessary transfers;
- Monitors contracts and service agreements, initiates proposals for changes;
- Directs or prepares the compilation and analysis of a variety of complex financial and statistical records, reports and projections including State annual report and library organization surveys and other governmental reporting;
- Prepares annual audit records and consults with independent auditors;
- Maintains archived accounting and payroll records;
- May provide notary public services for employees and general public;
- Participates in organization committees, task forces and service initiatives.
- Other related duties as assigned/required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration, accounting and budgeting including fund accounting, and payroll and benefits administration;
- Thorough knowledge of policies, procedures, negotiated provisions and legal requirements in all benefit areas;
- Thorough knowledge of personnel procedures to allow correct interpretation and application of benefit areas of negotiated union contracts;
- Good knowledge of the organization's mission, policies, and operating procedures;
- Good knowledge of the laws and regulations pertaining to the organization;
- Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;
- Ability to prioritize multiple and conflicting priorities and meet deadlines;

- Ability to plan and supervise the work of others;
- Ability to communicate effectively and correctly both orally and in writing
- Ability to independently handle routine administrative details;
- Ability to relate well and develop working relationships with employees in all departments and board members;
- Ability to develop working relationships with vendors, service providers, and county departments;
- Ability to anticipate the human resource and business administration needs of the library board of trustees;
- Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately;
- Ability to perform close, detailed work involving considerable visual effort and concentration;
- Integrity and good judgment in solving complex account keeping, benefits administration or payroll issues;
- Skill or ability to operate an alphanumeric typewriter, word processor or personal computer keyboard with considerable precision and at an acceptable rate of speed;
- Skill or ability to work with spreadsheet, database, word processing programs;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental 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. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. Office machines and software requires considerable precision, manual dexterity, knowledge and skill. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation and facilitate employment placements. Internal contacts will be with department heads and hiring managers throughout the organization and will require professional collaboration on overlapping projects, issues and efforts to diversify the organization. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of diversity strategies. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850