

**APPOMATTOX REGIONAL LIBRARY SYSTEM  
POSITION DESCRIPTION/SHORT FORM**

POSITION TITLE: Administrative and Personnel Services Manager  
CLASSIFICATION: Administrative and Personnel Services Manager  
IMMEDIATE SUPERVISOR: ARLS Regional Library Director  
FSLA DESIGNATION: Exempt  
JOB TYPE: Full-Time  
SALARY: \$38,696.84  
POSTING DATE: 01/22/2019  
CLOSING DATE: open until filled

**To Apply:** Please complete our electronic application found at [www.arls.org](http://www.arls.org).

**I. POSITION SUMMARY:**

Under the supervision of the Regional Library Director, the Administrative and Personnel Services Manager oversees the operations of the Library Administrative Office. This includes supervision of the administrative office staff, and working with the Board of Trustees, the library's Foundation Board, and the Friends of the Library groups. The Administrative and Personnel Services Manager assists the director and department heads in monitoring and facilitating projects and operations.

**II. MAJOR POSITION RESPONSIBILITIES & ESSENTIAL FUNCTIONS**

Administers the functions of the administrative office, including but not limited to:

1. Hiring, training, scheduling, supervising, and evaluating library administrative staff. Examples of tasks are personnel records maintenance, and serving as point of contact for benefits vendors.
2. Works closely with the Accounting Clerk to process and complete payroll for the library; tracks leave balances for all employees and reconciles information each pay period against leave requests and leave taken.
3. Performs basic accounting for library's financial reports, payroll records, and for filing of library tax reports.
4. Works closely with the Director and the Board of Trustees in preparation of meeting agendas, informational packets, correspondence, and finalization of meeting minutes. Oversees the work of the library's Public Relations Coordinator in work performed for the library's Friends groups or performed in relationship with the library's endowment fund.

5. Works with the Board of Trustees, the library Director, and staff in the development and promulgation of library policy; keeps the Library Policy Manual current.
6. Performs and supervises library administrative personnel on special projects, including but not limited to, coordinating employee recognition events, conducting employee and public surveys, researching information regarding current and/or proposed policies and procedures, and collecting information and data related to developing new services and/or programs.
7. Provides new employee orientation; communicates to staff the library's mission, goals, and its organizational structure.
8. Assists library departments in employee selection; coordinates interview schedules and interview packets; serves on interview committees.
9. Acts as point of contact for repair and maintenance issues for library facilities.
10. Performs other duties as needed.

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to plan, organize, and administer a department and/or office environment.
2. Knowledge of the principles, practices, and techniques of library management.
3. Ability to compile and analyze information, including statistical data, and make recommendations based on analysis.
4. Ability to use finance and accounting software and understand basic accounting principles.
5. Excellent written and oral communication skills.
6. Ability to be an active and sensitive listener.
7. Ability to work under pressure.
8. Ability to delegate work effectively.
9. Ability to set own priorities and meet deadlines.
10. Ability to establish and maintain effective working relationships with employees, department heads, supervisors, board members, local government employees and officials, representatives from the other municipalities and the private sector, and the general public.

### **IV. ACCEPTABLE EDUCATION AND EXPERIENCE**

#### **MINIMUM QUALIFICATIONS:**

Bachelor Degree in business administration or related field and five years of increasing responsibility in supervision and management; or any equivalent combination of

acceptable education and experience providing the required knowledge, skills, and abilities.

Experience in human resources and working in a library setting preferred.

## **V. WORK ENVIRONMENT**

The position's work occurs in the library buildings or scheduled interior sites away from the library. The position requires the ability to travel among various library sites. The work typically occurs in an office with occasional walking, light lifting, and other limited physical activities. The position's work requires operation of a computer, comparable office software, and other office equipment. The position has regular contact with employees, various boards, government officials and personnel, and the general public.