



# APPOMATTOX

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## REGIONAL LIBRARY SYSTEM

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#### POSITION DESCRIPTION

POSITION TITLE: Administrative and Personnel Services Manager

CLASSIFICATION: Office/Human Resources Administration

IMMEDIATE SUPERVISOR: Regional Library Director

FLSA DESIGNATION: Exempt

Job Type: Full Time w/health benefits

Salary: \$43,046.38/yr.

Please visit [www.arls.org](http://www.arls.org) to apply.

**Position close date: open until filled.**

#### I. POSITION SUMMARY

##### JOB OBJECTIVE:

Under the supervision of the Regional Library Director, the Administrative and Personnel Services Manager is responsible for guiding and managing the overall provision of Human Resources and Administration policies, services, and programs for the Library. Supervises Accounting Clerk and Community Relations Coordinator, assists and advises library managers about human resources issues, and assists the Regional Library Director, Assistant Library Director and department managers with projects and operations.

#### II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

##### Human Resources:

1. Analyzes, recommends, and develops personnel policies and procedures; maintains staff handbook and counsels staff on policies and procedures.
2. Assists library departments in recruitment for all exempt and nonexempt personnel, including interviewing and evaluating candidates.
3. Conducts new-employee orientations, employee relations counseling, and exit interviews.
4. Maintains personnel records and compiles statistical reports, concerning personnel-related data such as hires, absenteeism rates, pay increases, and benefits.
5. Administers benefit plans including enrollments and terminations. Processes required documents through payroll and insurance providers.
6. Ensures employee understanding of benefit programs by regularly generating communication and counseling.
7. Administers safety and wellness programs.
8. Advises managers on matters such as equal employment opportunity and sexual harassment.



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9. Analyzes and recommends modifications to benefit programs.
10. Maintains compliance with federal and state regulations concerning employment.
11. Establishes Administration Services department goals according to the Library's mission; recommends and implements improvements in department efficiencies.
12. Performs other human resource duties as required.

### Accounting:

1. Supervises Accounting Clerk.
2. Every other week reviews staff time sheets to prepare for processing payroll.
3. Submits electronic payments for the federal and state taxes and retirement contributions.
4. Compiles and submits quarterly state and federal reports, such as 941, VEC-FC- 20, and VA 16.
5. Along with the Regional Library Director, approves payments and fund transfers.
6. Reconciles bank statements to the general ledger.
7. Assists with the preparation of the annual audit of the Library's financial statements.
8. Prepares and issues annual wage and tax statements.
9. Evaluates and modifies accounting section's procedures.
10. Performs other accounting duties as required.

### Public Relations:

1. Supervises Community Relations Coordinator.
2. Along with the Regional Library Director, approves volunteer applicants, volunteer job descriptions, and modifications to the volunteer handbook.
3. Approves the publishing of library sponsored news and events.
4. Performs other public relation duties as required.

### Administration Duties:

1. Attends monthly Library Board of Trustees meetings; assists in the preparation of meeting agendas, informational packets, minutes of meetings, and correspondence.
2. Works closely with the Regional Library Director and the Regional Library Deputy Directors on the development and modification of Library policies and procedures, creating and executing staff program and recognition events, and updating the strategic plan.
3. Works with the Regional Library Director on contracting goods and services; works with Regional Library Director on other various projects.
4. Performs other administration duties as required.



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

- Knowledge of federal and state employment regulations
- Strong knowledge of software applications
- Ability to quickly master new software programs
- Ability to plan, organize, and administer a department.
- Comprehensive knowledge of the principles, practices, and techniques of library management.
- Ability to compile and analyze information, including statistical data, and make recommendations.
- Excellent written and oral communication skills.
- Ability to be an active and sensitive listener.
- Ability to work under pressure.
- Ability to delegate work effectively.
- Ability to set own priorities for work to be done and meet deadlines.
- Ability to establish and maintain effective working relationships with employees, department heads, supervisors, board members, government employees and officials, and representatives from the private sector or other municipalities, and the public.
- Ability to travel among various library sites

### **IV. EDUCATION, EXPERIENCE, AND TRAINING**

Requires Bachelor's degree or any combination of education and experience equivalent to high school diploma and a minimum of 7 years' experience in the human resources and administration field, or any appropriate combination of education and experience.