



APPOMATTOX

REGIONAL LIBRARY SYSTEM

POSITION TITLE: Administrative and Personnel Services Manager
IMMEDIATE SUPERVISOR: Regional Library Director
FLSA DESIGNATION: Exempt
JOB TYPE: Full-time onsite with benefits
SALARY: Starting at \$45,629 annually; compensation is commensurate with experience
TO APPLY: Please visit www.arls.org/employment

I. POSITION SUMMARY

Under the supervision of the Regional Library Director, the Administrative and Personnel Services Manager oversees all human resources and administrative operations for the library system. This role ensures effective HR policies and programs, supervises administrative staff, and provides critical support to library leadership in achieving organizational goals.

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.
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.



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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

- Strong knowledge of employment laws and regulations (FMLA, FOIA, PCORI, ACA)
- Proficiency with payroll and HR systems
- Exceptional organizational and time management skills
- Ability to handle confidential information with discretion
- Strong written and verbal communication skills



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- Ability to compile and analyze information, including statistical data, and make recommendations.
- Ability to be an active and sensitive listener.
- 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

- Bachelor's degree in Human Resources, Business Administration, or a related field **and** a minimum of 3-5 years of experience in HR management, payroll and benefits administration;

OR

- Any combination of education and experience equivalent to a high school diploma **and** at least 7 years of progressively responsible experience in human resources and administration

V. TO APPLY

Submit your cover letter and resume to jobs@arls.org **and** complete the job application at www.arls.org/employment.