



Job Description

Job Title: Operations Manager

Salary Grade: G

Department: Administration & Leadership Team

FLSA: Exempt

Reports To: Executive Director

Primary Duties: Responsible for the management of the Finance, Human Resources, and Facilities departments of the Library.

Essential Functions:

- Manage financials, accounting, state compliance, and reporting of the Library's fiscal operations.
 - Monitor expenditure of designated fund allocations.
 - Record all financial transactions and reconcile all bank accounts monthly.
 - Organize and maintain all financial records, monitor monthly tax collections, monitor banking transactions and transfers.
 - Prepare and deposit weekly operating income.
 - Coordinate the purchase of supplies for departments and monitor staff and department expenditures.
 - Maintain accurate records of vendor contracts and documents.
 - Participate in the development of the annual operating budget; advise the Executive Director based upon projected financial inflows and outflows for each fiscal year.
- Perform human resource functions and procedures.
 - Initiate, process, and maintain all personnel records and actions for Library staff, including compensation and benefits administration.
 - Prepare and submit biweekly timesheets for payroll.
 - In consultation with the Executive Director and department supervisors, administer personnel actions (recruiting, selection, onboarding, evaluation termination, etc.)
 - Assist with maintaining public records, based on the [Public Libraries Records Retention Schedule](#).
- Develop and supervise the maintenance programs for the facility, vehicle, and other library furnishings and equipment.
 - Supervise facilities and maintenance staff member.
- In consultation with the Executive Director, assist the LCO Board of Trustees.
 - Assist the Treasurer with financial functions; prepare monthly financial reports, make recommendations, etc.
 - Assist the Secretary with administrative functions; record and prepare meeting minutes.

- Provide input and assistance to the Executive Director in strategic and long-range planning, policy development, administrative oversight, and other projects as identified.

Specific Knowledge, Skills and Abilities Required:

- Proficient with Microsoft Office Suite, BambooHR, and QuickBooks.
- Advanced knowledge and understanding of general accounting principles, financial record keeping rules and procedures, and basic budget procedures.
- Advanced knowledge of human resources procedures including worker's compensation, FMLA, and sunshine law.
- Understands the importance of handling confidential information and materials.
- Strong organizational skills, attention to detail, and ability to maintain accurate records.
- Excellent time management skills, ability to prioritize tasks, and meet deadlines.
- Ability to prepare, review, understand, and analyze financial and budget records.
- Ability to follow complex, multi-step procedures to complete tasks.
- Excellent written and verbal communication skills.
- Ability to work independently with minimum level of direct supervision.

Education and Experience:

- Bachelor's degree in an appropriate field (such as business, accounting, finance, etc.) or any equivalent combination of experience, training, and/or education is required.
- Bookkeeping and accounting experience required.
- Experience with public libraries or government operations is preferred.

Physical and Working Conditions:

- Position requires bending, squatting, kneeling, and reaching from floor level to a height of six feet.
- Routine lifting and handling of library materials weighing up to 30 pounds and moving book carts up to 200 pounds.
- Ability to perform work at a computer terminal for extended periods of time.

Schedule: Primarily days, Monday through Friday. Must have a flexible schedule to work the occasional evening, weekend or beyond the regularly scheduled workday when necessary. Occasional travel in the local community is required.

Salary Range: \$25.00 – 28.00 with excellent benefit package including health, dental, vision, and life insurance, paid leave (including holidays), and enrollment in Missouri LAGERS public pension.