

GLEN RIDGE PUBLIC LIBRARY

OFFICE MANAGER JOB DESCRIPTION

DEFINITION

The Office Manager performs specialized secretarial, financial, statistical, and administrative clerical functions to assist the Director in management of the Library.

Job classification : Administrative

Reports to and is evaluated by: Library Director or other designated supervisor or managerial staff member appointed by the Board

Supervises and evaluates job performance for : No supervisory role for this position

PRIMARY DUTIES & RESPONSIBILITIES :

- Maintains sets of records for various bank accounts, acquisitions and other files as required by New Jersey State Records Retention regulations
- Maintains a running total of budgeted expenditures throughout the year and alerts Director of potential problems
- Assists the Director with preparation and/or distribution of Trustee meeting minutes, reports, rosters, and other documents
- Works with the auditor and Library Director to gather and organize statements and other documents required for the annual audit
- Sorts and distributes daily mail
- Reconciles all monies taken in daily, records in ledger, and distributes funds to appropriate accounts.
- Prepares bank deposits, posts credits and debits, reconciles monthly bank statements and serves as liaison to local banks.
- Prepares payroll sheets for the Borough, maintains payroll records and paid time-off records, and distributes paychecks to library employees.
- Prepares purchase orders, verifies receipt of deliveries, reviews vendor invoices, processes payments and troubleshoots problems with vendors for the purchase of library books, periodicals, media, supplies, equipment and other items.
- Prepares, verifies and maintains a file of monthly bills for approval and payment by the Board of Trustees
- Coordinates service and equipment contracts
- Contacts service technicians for routine repairs to library equipment. Notifies the Library Director when there are problems or further service repairs are required.

ADDITIONAL DUTIES & RESPONSIBILITIES:

- Maintains a file of New Jersey Business Registration certificates for all vendors who do business with the Library.
- Assists the Library Director in managing endowments and other accounts held by the Library Board of Trustees.
- Prepares and manages blanket purchase orders for annual purchases or services provided by State contract vendors or other recurring suppliers.
- May assist Friends of the Library with membership dues, gifts and book sales; routes monies for gifts and items offered by other community organizations
- Acts as liaison to the Borough's Financial Officer
- Provides limited circulation and patron assistance including nights and Saturdays

- Performs other duties as required

KNOWLEDGE, SKILLS, ABILITIES

- Must have knowledge of Quickbooks accounting software in addition to routine word processing and library automation software. Must be able to operate standard office equipment.
- Must know standard clerical and bookkeeping terminology and procedures.
- Must be familiar with library services, operating procedures, policies and be willing to learn new tasks as needed.
- Must understand and maintain confidentiality of library personnel files, financial reports and patron records according to New Jersey Statutes
- Must be able to interact tactfully and courteously with the public and maintain positive working relationships with other employees
- Should be able to work independently and be able to manage multiple tasks and projects simultaneously
- Must exercise tact and discretion when dealing with, Library Trustees, other Borough departments and elected officials
- Should be familiar with New Jersey State Records Retention guidelines.
- Must attend meetings, seminars and training as required and approved by the Library Director. Special situations, as defined by the Continuing Education and Meeting Attendance policy, will require additional approval by Library Board
- Should be aware of the Library's Strategic Plan and long-range goal
- Must be familiar with the Library's personnel manual and Library policies and procedures
- Must be able to manage an email account, use basic word processing software, Library circulation system and online catalog
- Must demonstrate ability to learn new technologies

QUALIFICATIONS

- Must be a high school graduate with bookkeeping and/or financial management training and a minimum of four years relevant experience
- Must be able to work both evenings and weekends on a regular basis
- Must have strong organization skills
- Must have good typing/keyboarding ability and computer skills
- Should have some previous library experience.
- Must have good mathematical skills
- Must maintain neat, accurate records and pay close attention to detail
- Must be fluent in English with excellent oral and written communication skills
- Must be reliable and punctual in attendance
- Must be physically able to perform all routine functions of the job, including, but not limited to lifting or carrying books, periodicals, supplies and other library equipment

Approved October 13, 2021