

Office Supervisor

Dept: Library

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work preparing and managing department budget, coordinating administrative functions of the library, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Library Director. Continuous supervision is exercised over Librarian II, Library Technician I, Library Assistant II and Housekeeper.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Works with the Director to ensure financial status is maintained; supervises and coordinates a variety of financial data including payroll, budgeting, disbursements, contracts, trust accounts and special grant funds.
- Resolves financial problems and assesses the impact on Library operations.
- Prepares budget for 12 library service areas; assists branch libraries with budget preparation; reviews and analyzes accounts and prepares journal entries or budget adjustments; prepares budget amendments for grants or other unbudgeted funds; allocates book budget and monitors funds for redistribution; approves purchase orders for supplies and equipment; prepares contracts for maintenance agreements, equipment lease or grant agreements.
- Prepares program application requesting funds from the Randolph County Partnership for Children; prepares budget amendments as necessary; works in collaboration with program coordinators to conduct purchasing, spending and budgets; checks and approves status reports; prepares budget reversions of anticipation of unused funds.
- Prepares records for annual audit; prepares yearend report and returns unused funds.
- Directs, coordinates, evaluates and supervises library administrative support staff.
- Processes invoices and expenditures; verifies available funds, validates batch and run batch payments.
- Prepares and processes various personnel related forms and documents.
- Assists with preparing for library reporting.
- Prepares State Library of North Carolina report of financial and statistical data; prepares the application for State Aid.
- Gathers statistics and prepares annual statistical report and quarterly performance measurement reports.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of accounting procedures; thorough knowledge of accounts payable policies, practices and procedures; comprehensive knowledge of bookkeeping terminology and methods; thorough knowledge of rules, regulations, guidelines, laws, and operational policies; general knowledge of modern office practices; general knowledge of business English and spelling; ability to operate a variety of accounting, office and data entry equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to type at a reasonable rate of speed; ability to communicate effectively in oral and written forms; ability to establish and maintain effective working relationships with senior citizens, associates, vendors, coordinating agencies and the general public.

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Education and Experience

Associates/Technical degree in accounting, business, or related field and one to three years experience working in accounting, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires sitting, using hands to finger, handle or feel and climbing or balancing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Office Supervisor

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date