

Legislative Reference Library Job Description

Name:
Position Title: Business Manager
Position Track: Untracked
Level of Incumbent: 6
Reports to: Director
Date: February 2024

Objective of Position: To assist the Director and the Deputy Director in an administrative capacity by managing the business functions of the Library with special emphasis on providing advice and implementation of budget, payroll, and personnel services in a professional, non-partisan and politically neutral manner.

Responsibilities and Tasks

Percentage of time: 25%

1. *Prepares and maintains personnel and administrative records of the library in a timely and orderly manner and provides administrative support to facilitate the work of the Legislative Reference Library (LRL) in its role of supporting the Legislature.

- Recommends policy and procedural changes to improve operational efficiency.
- Oversees and maintains up to date personnel files for and database of LRL employees.
- Completes reports requested by various state and federal agencies.
- Serves as a liaison between the Library and the other commissions and joint agencies on special projects such as new phones or the sexual harassment seminar.
- Prepares and maintains office policy manuals and forms.
- Sets up Library subcommittee meetings.
- Coordinates Library projects when necessary.
- Provides confidential executive assistant services to the Director and Deputy Director.

Percentage of time: 30%

2. *Assists the Director with accounting functions and budget preparation.

- Prepares bills for monthly payment, verifying the accuracy of bills and expense reimbursements, and sends bills to LCC fiscal services staff for payment.
- Prepares the LRL monthly budget spreadsheets.
- Reconciles LCC financial reports with the Library's financial records.
- Prepares detailed monthly financial reports for the Director.
- Prepares biennial budget request document and prepares supporting background documentation.
- Communicates with vendors or staff to clarify, obtain, or provide information relating to invoice payments or expense reimbursements.
- Oversees and maintains an orderly filing system for expense reimbursements, vendor payments, and other business records.

- Advises the Director in developing and implementing policies and procedures affecting accounts payable and accounts receivable.
- Tracks costs related to personnel including insurance changes, salary adjustments, employee tracks, and office complement changes.

Percentage of time: 20%

3. *Handles personnel-related matters for the Library.
 - Keeps abreast of Legislative Coordinating Commission (LCC) and legislative policies and rules pertaining to personnel matters. Relays important information or policy changes to all staff.
 - Assists the Director with directing and conducting the human resource function of the office to ensure employee personnel needs are met correctly and in a timely manner.
 - Prepares, reviews, provides technical assistance, and approves timecards and other payroll documents for submission to the LCC.
 - Tracks and maintains vacation and sick leave accruals and usage.
 - Keeps orientation materials and Library personnel handbook up to date.
 - Coordinates staff hiring, including advertising of positions, scheduling, all candidate communications, and participating in interviews and evaluation of candidates for some of the positions as needed.
 - Meets with new employees, educates them on office and legislative policies and procedures and assists staff in completing employment forms as necessary.
 - Serves as resource for employees with payroll and insurance issues.
 - Serves as the Designated Department Insurance Representative (DDIR) for the Library and coordinates Open Enrollment.
 - Serves as the Combined Charities Campaign Coordinator for the Library and the LCC.
 - Calculates pay changes and drafts letters to individual employees regarding promotions and pay adjustments in coordination with the Director.
 - Updates and maintains the Library's job descriptions.
 - Manages personnel administrative duties such as maintaining office keys and parking contracts.

Percentage of time: 5%

4. *Orders office supplies, equipment, and services.
 - Plans and tracks major purchases in coordination with the Director.
 - Monitors inventory in order to ensure needed supplies are available as needed and within budget.
 - Investigates cost-effective alternatives for products, including recycled materials or joint purchases with other agencies.
 - Researches, develops specifications, and solicit bids when purchasing office equipment.
 - Monitors contracts initiated by the Library and ensures that the terms of the contract are met.

Percentage of time (#5-10): 20%

5. *Claims missing periodicals in a systematic manner.
6. *Processes news articles into the Library News Archive from weekly newspapers.
7. *Serves as backup scanner for alerting patrons to new journal articles in patron-selected areas of interest.
 - Scans newly received issues of journals.
 - Selects articles relevant to pre-determined issues.
 - Creates citation records of selected articles.
8. *Maintains an updated inventory of Library equipment.
 - Maintains a spreadsheet of Library furniture and equipment.
 - Investigates and resolves problems.
 - Arranges for surplus items to be sent to State Surplus or other nonprofit organizations.
9. *Maintains equipment in the Library.
 - Calls for service technicians when needed.
 - Contacts plant management for burned out lightbulbs, electrical problems, and painters and carpenters as needed.
10. Participates in continuing education activities and staff working groups.

*Denotes essential functions under the ADA.

Budget Responsibility: Responsible for purchasing office supplies (app. \$10,000/year). Responsible for cost-effective purchase recommendations for furniture and software. Responsible for tracking Library expenditures and researching cost trends for all Library budget categories. Makes financial decisions on behalf of the Library in the absence of the Director and the Deputy Director.

Supervisory Responsibility:

Direct: None

Indirect: When directing a team project, supervises and advises project members, and coordinates activities of project team members.

Scope of Relationships (internal):

- Daily contact with all staff to answer personnel administrative questions.
- Daily contact with the Director to monitor expenditures and discuss administrative issues.

Scope of Relationships (external):

- Daily contact with vendors of Library materials and services.

- Regular contact with Legislative Coordinating Commission for bill paying and administrative matters.
- Frequent contact with commission and joint agency staff on projects affecting all of the commissions.
- Occasional contact with House and Senate administrative staff on joint administrative projects.
- Periodic contact with job candidates as contact person during application, interview, and hiring process

Working Conditions/Physical Demands:

- Normal office working conditions.

Minimum Qualifications:

- Bachelor's degree plus a minimum of one year of office administrative/management experience or an associate degree plus three years office administrative/management experience.
- Excellent communications and interpersonal skills
- Knowledge of budgeting, accounting and record-keeping.
- Knowledge of personnel procedures and record-keeping.
- Extensive knowledge of personal computers, including word processing and spreadsheets.
- Ability to write business correspondence and procedure manuals.
- Demonstrated project management skills, with an ability to manage overlapping projects simultaneously.

Desired Qualifications:

- Familiar with state accounting systems and codes.
- Experience dealing with state contracts, maintenance contracts, and product and software vendors.
- Familiar with records retention regulations and procedures.
- Understanding of the legislative process, the relationships among offices within the Legislature, and policies and practices of the Legislature.
- Demonstrated experience with effective contract management.
- Familiarity with the legislative process.

Desired Personal Attributes:

- Discreet; maintains confidentiality.
- Excellent problem-solving skills.
- Excellent time-management and scheduling skills

Education: Bachelor's degree plus a minimum of one year of office administrative/management experience or an associate degree plus three years office administrative/management experience.