

**TOWN OF CHELMSFORD – POSITION DESCRIPTION**  
**Library Office Manager**

**Job Class:** Grade 4

**FLSA:** Non- Exempt

**Date Prepared:** 1/29/2024

**Union Status:** N/A

**Department:** Library

**Wages set by Schedule (Non-Union)**

**Summary:**

Performs a wide variety of administrative, accounting and payroll, and human resources functions for Library Director and in support of general staff.

**Essential Duties and Responsibilities:**

1. Prepares biweekly payroll.
2. Creates online survey form for staff to sign up for Sunday shifts, evaluates survey results, and assigns staff Sunday shifts based upon seniority, the maximum number of Sunday shifts requested, and availability. Also ensures that staff Sunday hours are included in payroll and overtime pay is issued.
3. Updates employee benefit spreadsheets bi-weekly and communicates pertinent benefit usage information with staff and department heads.
4. Assists in the preparation of the annual Library budget by providing standard data such as payroll, maintenance, and book revenues.
5. Manages cash for library purposes through collection, depositing, tracking, reconciling, and overseeing approved disbursements; oversees balancing petty cash, public desk change/payments, and employee reimbursements. Maintains petty cash receipts; verifies all incoming invoices with ordering staff and/or Library Director.
6. Receives and processes Library monetary donations; maintains records of all donations; sends gift acknowledgements and family notifications as necessary.
7. Prepares deposit forms and maintains deposit records for all income including income-generating equipment, charges/fees, monetary donations, fundraising gifts, trust income, and gifts from the Friends of the Library.
8. Maintains the Library's Little Green Light Donor Management Account – enters new donor contact information, updates donor records, adds new donations to user accounts, and completes new trainings as they become available.
9. Prepares vouchers for all Library purchases for payment authorization by Director after resolving any billing problems with the vendor; contacts Town Library Accounting Department and personnel to solve any payment problems on invoices or payroll discrepancies, processes and maintains all personnel leave records.
10. Prepares invoices for payment by the Friends of the Library, contacts Friend's Treasurer with weekly check requests, tracks payments and maintains Friend's annual Library budget. Ensures Museum Passes are active and renews Museum Pass subscriptions prior to pass expiration date.
11. Processes paperwork for new hires and employee terminations, contacts Personnel Coordinator regarding accident/incident reports and personnel changes.
12. Orders and maintains inventory of Library office supplies; orders and maintains inventory of all building materials/office supplies/programming supplies/special events.
13. Answers and screens incoming calls and directs them to appropriate staff members.
14. Maintains correspondence files, confidential and personnel files and other materials; receives and refers vendors and visitors and sorts and routes incoming mail to the proper department.

15. Oversees the scheduling of the use of the Library Meeting Rooms for groups and organizations; maintains files and educates users on online meeting room registration and the proper use of the Library Meeting Room and Library facilities.
16. Assists with setting up for library programs as needed.
17. Participates in appropriate library meetings, seminars, communicates staff suggestions and needs to Director or Assistant Director.
18. Attends and records meeting minutes for the Board of Library Trustees. Uploads approved meeting minutes to the Town of Chelmsford website.
19. Maintains the Board of Library Trustees Google Drive.
20. Maintains Library Presenter Spreadsheet and updates spreadsheet monthly.
21. Acts as the go-to person for WhentoWork, Online Employee Scheduling Software – answers questions, provides training for staff, and creates and maintains user guides for employees and management.
22. Attends MHEC Contract Annual Meetings (virtual or in-person) and utilizes information to obtain optimal pricing on Library purchases.
23. Cross-trained at the Borrower Services Desk: covers lunches and gaps in the schedule on an as needed basis, during shifts: registering new users, performing patron data entry, and issuing library cards; answering account inquiries; collecting fines; checking library material out/in; placing items on reserve, and properly routing in-transit materials.
24. Collaborates with members of Library management to plan the annual staff training day: corresponds with presenters, processes presenter payment requests, oversees meal planning and purchasing, tracks staff attendance, and assists with set-up and clean-up.
25. Inspects departmental first aid kits on a monthly basis: ensuring adequate supplies are always on hand and purchasing supplies when stock runs low.
26. Attends Pop-Up Library outings on an as needed basis during seasonal visits to local destinations.

The above are typical tasks regularly performed, but additional related tasks of equivalent skills and responsibilities are performed as service requirements change.

### **Minimum Qualifications:**

Skills, Knowledge and Abilities:

- Requires thorough knowledge of administrative and managerial practice and procedures.
- Clear understanding of library policies and procedures.
- Ability to communicate effectively in writing and verbally to staff and public.
- Must be very organized and capable of monitoring multiple tasks
- Ability to manage time effectively with a great degree of accuracy
- Facility for working with numbers, basic accounting knowledge and municipal budgetary practices helpful
- Working knowledge of MUNIS or other accounting software, comfort with personal computers and relevant software application
- Proficiency in Microsoft Office Suite

### **Physical Demands:**

- Demonstrated ability to work pleasantly, professionally and effectively with the public and library vendors in person and by telephone
- Bending, stretching, lifting required
- Demonstrated ability to communicate pleasantly, professionally and effectively in person and by telephone

### **Supervisory Responsibility:**

Library volunteers

**Evaluated By:**

Performance is evaluated annually by Library Director. A copy will be filed in the employee's personnel record.

I have read and accept the job duties outlined above.

\_\_\_\_\_  
Office Administrator Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date