

DEFINITION

Under the general direction of the Library Director, oversees and coordinates the Library's internal administrative operations that include, but are not limited to, finance, accounting, human resources, and Board Administration. The position supervises and directs administrative staff, and performs complex, confidential, and responsible administrative work. Serves as Clerk of the Board of Trustees and performs other related duties as required.

This position is operational in nature and is responsible for implementing established policies, procedures, and systems. The incumbent exercises considerable independence, initiative, and discretion within defined guidelines.

DISTINGUISHING CHARACTERISTICS:

This is a fully experienced supervisory classification responsible for the operational oversight of administrative services, including finance, accounting, payroll, budgeting, human resources administration, reporting, compliance, and records management. The position ensures the integrity, accuracy, and reliability of accounting and financial systems and supports efficient internal operations by effectively coordinating administrative functions. Responsibilities require sound judgment, discretion, and the ability to interpret and apply policies, procedures, and regulations. This position provides oversight and review of accounting and payroll functions performed by technical staff and is not primarily responsible for transactional processing.

This classification is distinguished from Administrative Assistant and Accounting Technician roles by its supervisory responsibilities, accountability for financial and human resources systems, service as Clerk of the Board of Trustees, and a higher degree of independent decision-making. It is further distinguished from executive and service leadership roles in that it does not establish organizational policy or direct public service operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Library Director or his/her designee. Exercises direct supervision over assigned administrative and technical staff, including responsibility for selection, training, evaluation, and discipline. This position is accountable for the accuracy and integrity of administrative outputs produced by assigned staff.

EXAMPLES OF DUTIES

Below is an illustrative list of the range of duties performed in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by the incumbent.

Administrative & Operational Oversight

- Oversees administrative services operations through assigned staff, including accounting, payroll, accounts payable and receivable, cash management, purchasing, financial reporting, audit coordination, budget tracking, fixed asset inventory, and banking/treasury functions.
- Coordinates and performs professional-level administrative duties in all areas of finance and human resources functions of the library.
- Participates in the development and implementation of administrative goals, objectives, policies, and procedures to support efficient operations.

- Ensures operational consistency, compliance, and continuity across administrative systems, processes, and documentation.
- Assures the integrity, accuracy, and reliability of financial and administrative systems, internal controls, and workflows.
- Administers and maintains records management systems, including document imaging, retention, and destruction; ensures compliance with records retention policies and public access requirements; and supports the effective use of technology to improve administrative workflows.
- Integrates and supports the Library's sustainability initiatives within administrative operations, including procurement practices, resource use, and internal workflows, in alignment with organizational goals.

Financial Administration

- Provides oversight of accounting and payroll functions performed by staff; reviews and approves reconciliations, reports, and financial outputs to ensure accuracy, completeness, and compliance.
- Ensures effective internal controls; reviews financial data and supporting documentation prepared by staff.
- Assists in the development and administration of the Library budget, including revenue projections, expenditure monitoring, and variance analysis.
- Ensures compliance with GAAP, GASB, and applicable federal, state, and local regulations.
- Manages and coordinates the annual audit process; serves as primary liaison with auditors and reviews audit materials prepared by staff.
- Works with the Director to prepare and present financial and administrative reports to the Board, committees, and other stakeholders.
- Administers and oversees procurement and contract processes, including review and approval of documentation prepared by staff, and ensures regulatory compliance.

Human Resources Administration

- Oversees and administers human resources systems and processes, including recruitment coordination, onboarding, benefits administration, classification and compensation support, training coordination, succession planning support, and personnel actions.
- Implements and administers personnel policies and procedures; updates, maintains, and coordinates distribution to ensure staff awareness and compliance with applicable laws and organizational requirements.
- Interprets and applies personnel rules, policies, and practices; provides guidance to staff and supervisors on human resources matters.
- Serves as an internal resource on complex and sensitive employee relations issues; coordinates with Library leadership on personnel matters and implements resulting actions.
- Oversees performance evaluation processes and ensures timely completion and documentation.
- Coordinates investigations related to employee concerns, grievances, misconduct, and workplace issues; works with external partners, including HR firms and legal counsel, as appropriate.
- Supports administration of risk management, liability, and workers' compensation programs.
- Supports compensation analysis and employee engagement initiatives in alignment with organizational goals and values.

Supervision & Staff Development

- Supervises assigned staff; assigns and prioritizes work; and reviews work for accuracy, completeness, and compliance.
- Participates in recruitment and selection; trains, mentors, and evaluates staff; provides coaching and performance feedback.
- Recommends and implements corrective or disciplinary actions as needed.
- Fosters a positive and productive work environment aligned with staff-adopted values.

Board & Governance Support

- Serves as Clerk of the Board of Trustees; prepares and coordinates agendas, minutes, notices, and official records; attends Board and committee meetings; records, transcribes, reviews, and finalizes minutes.
- Supports the administrative implementation of Board processes; ensures procedural and legal compliance, including serving as filing official for Fair Political Practices Commission requirements; and tracks Board member terms and mandated training for public officials.
- Ensures compliance with the Brown Act, Public Records Act, Fair Political Practices Commission requirements, and other applicable regulations.
- Responds to Board inquiries and provides administrative information to the public as appropriate.
- Operates and maintains meeting technology and minute-management systems.

Other Duties

- Serves as the administrative point of coordination for facility-related issues; assigns or escalates issues and monitors resolution.
- Collaborates with vendors and external partners to support administrative operations and maintain service continuity.
- Performs other related duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education

Equivalent of a bachelor's degree in business or public administration, accounting, finance, technology, human resources, or a closely related field.

Experience

Two (2) years of professional - level experience in finance, human resources, and/or other administrative functions, at least one of which includes supervisory responsibilities.

Additional experience can substitute for education on a year-for-year basis for a maximum of two years.

Licenses and Certificates

The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

Knowledge of:

- Generally accepted accounting principles, fund accounting, GASB, and GAAP, mathematics related to accounting processes, and internal controls appropriate to accounting procedures.
- Methods, practices, and terminology of financial and statistical record keeping.
- Principles and practices of accounting and payroll functions.
- Laws, rules, and regulations governing the maintenance of fiscal, accounting, human resources, benefit administration, employment records, and CalPERS systems.
- Basic laws, policies, and practices related to payroll processing.
- Human resources processes and systems for onboarding, compensation, compliance, and tracking employees.
- Automated accounting systems such as MIP, QuickBooks, relational databases, library systems, funding sources, processes, and related systems for entering, storing, retrieving, and processing information.
- Principles, practices, and techniques of financial and budgetary transactions as they apply to public funding, governmental accounting, grant administration, compliance, and reporting, and departmental programs.
- Agency employee benefits and compensation policies.
- Pertinent Federal, State, and local laws, codes, and regulations, including the Brown Act, Fair Political Practices, and Conflict of Interest.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of human resources and benefits administration operations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Business correspondence writing and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and library staff.
- Microsoft Office Products, Adobe, and Google Suite.

Ability to:

- Organize, plan, schedule, and implement administrative and accounting technical operations/activities and related special projects.
- Interpret and apply knowledge of the agency, its operations, programs, functions, and special terminology.
- Provide varied, confidential, and responsible administrative support requiring the use of independent judgment, tact, and discretion.
- Prepare a variety of financial statements, analyses, and budget reports.
- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Lead and develop team members in subordinate roles, manage, and communicate expectations and provide guidance and coaching.
- Track, analyze, develop forecast, metrics, and models for a variety of fiscal, accounting, budgetary, and grant and loan related programs and services.
- Read complex administrative and programmatic documents, contractual agreements, and policies, and explain them in understandable terms.
- Learn, understand, interpret, and apply rules, laws, regulations, and policies affecting public agency meetings and activities.
- Attend Board meetings; take notes rapidly and accurately; transcribe notes and draft meeting minutes; post and distribute approved minutes and agendas.
- Provide administrative support to a variety of human resources activities related to recruitment, hiring, training, and administration of benefits.

- Collaborate with outside vendors and organizations to stay current on best practices, trends, and opportunities; suggest opportunities for improvements.
- Establish and maintain records and files; prepare reports related to assigned activities.
- Utilize various automated systems to perform assigned duties accurately and efficiently.
- Maintain confidentiality of payroll and personnel data.
- Work with minimum of supervision.
- Understand and carry out complex oral and written instructions.
- Communicate effectively, clearly, and concisely.
- Establish and maintain effective working relationships with a diverse range of individuals, including but not limited to coworkers, professional agencies, and the general public.

PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with irritated staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

Typically works business hours Monday to Friday, but may be required to work a varied schedule of hours, which may include evenings and weekends for select meetings and programs.