

## Business Manager

<b>Department:</b>	Administration	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Executive Director	<b>Job Classification:</b>	Manager II
<b>Supervises:</b>	N/A	<b>Primary Location</b>	Zionsville Library
<b>Updated:</b>	November 2023	<b>Pay Range:</b>	\$23.00 - \$26.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Zionsville Library.

### **POSITION OVERVIEW:**

The Business Manager will play a crucial role in overseeing business coordination, strategic planning, financial oversight, risk management, and additional administrative responsibilities that are essential to the library’s success. They will collaborate across departments of the organization including finance, human resources, and general operations. This position requires a combination of organizational leadership, financial acumen, and a commitment to fostering a positive and collaborative environment.

### **KEY RESPONSIBILITIES:**

#### **1. Business Coordination**

- Collaborate with department heads to ensure effective communication and coordination of business functions.
- Implement and monitor cross-departmental processes to streamline workflow and enhance overall efficiency within and across each library locations.
- Foster a collaborative, cohesive culture within and across each location.
- Develop and maintain organizational policies and procedures to ensure consistency and compliance.

#### **2. Strategic Planning**

- Partner with leadership to define and communicate strategic vision and objectives to the organization.
- Conduct financial analysis and forecasting tailored to the library’s programs and services.
- Facilitate strategic planning sessions with stakeholders to identify long-term goals and initiatives aligned with the library’s community focused mission.

#### **3. Financial Oversight**

- Provide leadership in supervising the bookkeeper, ensuring accuracy and timeliness of financial transactions.
- Lead future financial planning efforts, aligning financial strategies with the library’s strategic goals.

- Establish and maintain effective checks and balances in financial processes, ensuring accuracy, transparency, and compliance with financial regulations.
- Develop and manage the library's annual budget in collaboration with department heads and leadership; monitoring budget performance and providing regular updates.

#### **4. Risk Management**

- Implement and maintain a comprehensive risk management program, considering the unique challenges and opportunities of the library.
- Conduct risk assessments tailored to library operations and community engagement initiatives.
- Collaborate with legal counsel to ensure compliance with regulations, addressing risks specific to the library's role in the community.

#### **5. Additional Duties**

- Engage with external stakeholders, including vendors, government agencies, and community partners.
- Review, analyze, and approve contracts, leases, and maintenance agreements with a focus on optimizing library amenities and services.
- Collaborate with department heads to coordinate operational needs, emphasizing the library's commitment to innovation and community enrichment.
- Foster effective communication and collaboration between the organization's departments.

### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES**

- Bachelor's degree in business administration, finance, accounting, or related field.
- 3+ years' experience as a Business/Office Manager or Administrator.
- Previous experience working in a library or public service setting preferred.
- Excellent written, verbal, and presentation communication skills.
- Strong interpersonal skills with the ability to maintain positive relationships with colleagues, leadership, vendors, partners, patrons, and community members.
- Self-motivated with the ability to lead, influence, and implement change.
- Ability to maintain confidentiality requirements while working with sensitive information.
- Ability to meet task and project deadlines by working efficiently, multi-tasking, and prioritizing assignments.
- Strong technical proficiency including proficiency in financial software, Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- **Physical Demands:** This position requires physical demands including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighting 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

### **EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have read and understood the above job description for the Hussy-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities,

and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			