

OPERATIONS MANAGER

GENERAL STATEMENT OF DUTIES: The operations manager supports the Dothan Houston County Library System by overseeing the efficient operation of all library locations to ensure all operational functions are completely and properly performed by DHCLS team members while conveying a feeling of trust, service, security and satisfaction to customer and team. This position provides operational senior level leadership for the Dothan Houston County Library System. Manages and maintains reports on all financial, facilities, and personnel operations for the library system. Negotiates contracts, supervises maintenance staff, manages the cleaning and ongoing maintenance of facilities and grounds, manages delivery operations, and provides leadership and expertise in the areas of library communication, training, new hire on boarding and workflow operations. Reviews and maintains clerical, financial and personnel records to ensure completeness, accuracy, and timeliness.

SUPERVISION RECEIVED: Works under the general written/oral direction and supervision of the DHCLS Library Director who issues instructions and checks work performed. Requires the ability to perform tasks with minimal supervision. The exercising of independent judgment and initiative is necessary.

JOB DUTIES:

Financial-

- Oversees and analyzes, with the Library Director, all financial operations including bookkeeping, payroll, time and attendance, budgeting, filing systems, requisition of supplies and administrative services.
- Assists in budget preparation and provides necessary supporting documentation, reports and justification.
- Monitors and verifies, allocates, and posts details of business transactions to financial software.
- Reconciles and balances accounts. Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Calculates employee wages from records or time cards and prepares checks for payment of wages.
- Prepares withholding, Social Security, and other tax reports.
- Review and approve all operational invoices and ensure they are submitted for payment, ensures checks and accounts are maintained in good standing to avoid late fees and penalties.
- Compile data for submission of reports to the Library Director.
- Assists in compiling Board of Trustee meeting packets and records minutes of all Board meetings.
- Works with financial auditors to ensure ongoing adherence with compliance procedures and fiscal responsibility.

Buildings and Materials-

- Inspects facilities and evaluates repairs and coordinates preventative maintenance and upkeep.
- Plans, budgets, and schedules facilities modifications including cost estimates, bids, and contracts for pricing and ensuring proper maintenance of all facilities.
- Runs a safe, injury/accident free workplace and maintains and educates all team members on safety protocol and procedures.
- Develops long range facility plan, to help predict capital outlay requirements for facilities.
- Maintains and tests alarms and other security devices.
- Acts as liaison to public utility, environmental, and energy agencies.
- Oversees and directs maintenance personnel and workers engaged in, facilities maintenance, and custodial services.

Personnel-

- Responsible for assisting in all DHCLS team member evaluations.
- Ensures that all necessary paperwork for new hires is completed in an accurate and timely manner and submitted to proper authorities.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Leads the recruiting, interviewing, hiring, onboarding terminations, promotions, performance review process and safety, and sexual harassment education to foster positive attitude toward company goals.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Advises management in appropriate resolution of employee experience issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Formulates procedures for and implements systematic retention, protection, retrieval, transfer and disposal of records.

Leadership-

- Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.
- Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and team members.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Understands business implications of decisions; displays knowledge of profession; aligns work with strategic goals. Perform other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES: Supervisory Skills, Communication skills, ability to read and understand English; Computer skills, Ability to learn and master existing and new technologies; ability to assist public in using hardware/software and other technologies. Most have critical thinking skill, business acumen, and financial management. Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction. Requires the ability to work nights and weekends.

PERSONAL ATTRIBUTES: Courteous; helpful; demonstrates good judgment; neat personal appearance; natural curiosity; values diversity; detail oriented; ethical conduct; creative; problem solver.

REQUIRED EXPERIENCE AND TRAINING: Bachelor's degree from four-year college or university is preferred; or two years related experience and/or training; or equivalent combination of education and experience in finance and or human resources management.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. May require driving to various locations.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. By signing, I acknowledge that I am able to perform the essential functions of the job, as described above.

Signature:

Date:
