



## FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

### Human Resources & Finance Manager

*Based at FCPL's Administrative Offices*

Do you enjoy working with both people and numbers? Do you want to work for an organization that makes a positive impact on the community? This position manages the HR and Finance functions for a thriving public library with four branch locations, 116 employees, \$7 million operating budget, and high usage by the community. Forsyth County is a fast-growing, education-focused community located between Atlanta and the north Georgia mountains (<http://chooseforsyth.org/>.) Check out this exciting opportunity!

#### JOB OVERVIEW:

This position directs activities of the library's Support Services department, which includes human resources and finance functions. This is a working management position that not only supervises staff responsible for carrying out these functions, but is directly involved in the more complex aspects such as policy development and implementation, legal compliance, performance management, financial management, budget administration, and Library Board support.

**SALARY:** \$62,628 annually.

#### GREAT BENEFITS!

- Annual Leave (16 days), Sick Leave (13 Days), Holidays (11 days). Teacher's Retirement System of GA.
- Free: Life (2x pay), Short-term Disability, and Long-term Disability insurances.
- Optional benefits include: Health, Dental, Vision, additional Life, Critical Illness, Legal, Flex Spending Accts.

**SCHEDULE:** Full-time, exempt status. Work schedule primarily involves weekday, daytime hours, but expect the schedule to include some evening and weekend hours.

#### JOB RESPONSIBILITIES:

- **Performs general management of the library's business functions.** Manages the library system's business functions, including human resources and finance. Develops and updates all policies in areas of responsibility. Oversees maintenance of all reports and records (paper and electronic) pertaining to assigned areas. Ensures compliance with applicable codes, laws rules regulations, standards, policies and procedures. Coordinates staff coverage of the reception area at the Administrative Offices.
- **Oversees human resources (HR) functions.** Manages the library's HR functions, including recruitment, compensation, benefits, performance management, and employer/employee relations. Supervises HR staff. Oversees and participates in staff selection activities. Manages difficult or complex HR situations. Drafts, reviews, and/or approves a variety of HR documentation.
- **Oversees financial operations of Library.** Manages finance functions, including budget, bids, contracts, accounts payable, cash receipts, payroll, and purchasing. Develops, implements, and enforces strong internal controls. Oversees budget processes, including operating budgets, capital project budgets, and annual funding requests. Works with Director to develop long-range plans for use of impact fees, SPLOST, state construction grants, and fund balance. Ensures that the Library demonstrates good stewardship of public funds.
- **Coordinates various activities related to FCPL's Board of Trustees.** Works with Director to prepare for Board meetings. Presents budgets, budget adjustments, policy additions/changes, or other topics to the Board.

#### REQUIREMENTS:

- **Education:** BS/BA in Finance, Accounting, Human Resources, Public Administration, or related field.
- **Experience:** Five years of combined experience managing financial and/or human resources functions. Two years of supervisory experience. **Preferred:** Experience in a comparable level position overseeing financial operations and/or human resources in a governmental entity. Experience in governmental and/or fund accounting. Experience in public library management.
- **Knowledge:** Knowledge of HR and finance related best practices, procedures, and policies. Knowledge of employment law, including federal and state statutes regulating EEO, wages and hours, and other HR-related issues. Knowledge of governmental budgeting, fund management, and governmental generally accepted accounting principles.
- **Computer:** Proficiency in Windows, Microsoft Office, email, and Internet. Experience with HRIS and/or financial systems.
- **Strong Skills:** Policy writing. Conflict resolution. Oral and written communications. Supervisory and management techniques.
- **Preferred:** Professional Human Resources certification (SHRM-CP/SCP, PHR/SPHR, or IPMA-CP/SCP). Master's degree in library science, public administration, and/or business administration.
- Will consider other combinations of education & experience that provide the required knowledge & skills.

**TO APPLY:** Submit **Cover Letter, Resume & FCPL Application** (available at [www.forsythpl.jobs](http://www.forsythpl.jobs) or library information desk) to:  
Human Resources—Posting #E-1806, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040.  
**Deadline: May 31, 2018.** Questions: [FCPLjobs@forsythpl.org](mailto:FCPLjobs@forsythpl.org) or call 678-513-9372.

*This position requires long periods of sitting at a desk while working at a personal computer, meeting with other persons, and reviewing documents. The incumbent regularly works at a computer, requiring a high degree of manual dexterity*

**All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.**

*FCPL is an Equal Opportunity Employer and does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category.*