

**Sonoma County Library
Announces an Employment Opportunity**

CHIEF FINANCIAL OFFICER

**HEADQUARTERS- 40 HOURS PER WEEK- FULL TIME
\$105,768-\$132,080 annually (COLA pending), plus excellent benefits**

THE POSITION:

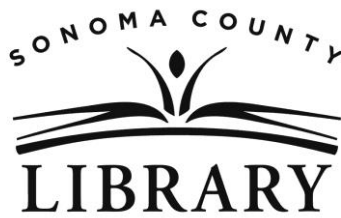
Under the general direction of the Library Director, this full-time, benefitted position serves as the Library's Chief Financial Officer and manages and directs the Budget and Finance and Facilities Services Sections of the Sonoma County Library. This position is located at the Sonoma County Library Headquarters, 6135 State Farm Dr., Rohnert Park, CA 94928.

TYPICAL TASKS include, but are not limited to:

- Leads the development of infrastructure and systems to support the Library's strategic financial objectives according to best practices in government accounting.
- Plans, develops, implements, and monitors goals, objectives, policies and procedures of all finance, accounting, and business operations in accordance with objectives of the Library; recommends changes or modifications to Library management.
- Ensures the Library's financial reporting and communications meet legal requirements and the needs of the public, Library Commission, library staff, County of Sonoma, grantors, state and federal government agencies, and other organizations.
- Manages and participates in the development and administration of the Library's annual budget; directs the forecast of additional funds for staffing, equipment, materials, and supplies; monitors expenditures; recommends adjustments as necessary.
- Plans, directs, coordinates, and reviews the day-to-day work of assigned staff in the Budget and Finance, and Facilities Services Sections; meets with staff to identify and resolve problems; prioritizes work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.

Knowledge of:

- Principles and practices of government administration, finance, and accounting.
- Public agency accounting standards.
- General principles of facilities management.
- Management principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.



Ability to:

- Effectively communicate complex financial concepts to staff and senior management with limited financial backgrounds.
- Prepare and administer large and complex budgets including the management of grants, donations, bequests, and endowments; allocate limited resources in a cost effective manner.
- Lead in developing and implementing goals, objectives, policies, procedures, work standards for the Budget and Finance, and Facilities Services Sections.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.

Education and Experience: Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field; and six (6) years of increasingly responsible experience performing professional-level work related to accounting, budgetary analysis, general administration including budget preparation, fiscal analysis, research, and preparation of written reports and recommendations, two (2) years of which included experience as a manager, supervisor, or staff lead.

Please see the attached job description for additional information.

SALARY RANGES: \$105,768 to \$132,080 annually

CLOSING DATE: Continuous Recruitment- first review of applications on Tuesday, April 9, 2019

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.** Please include transcript document(s).

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

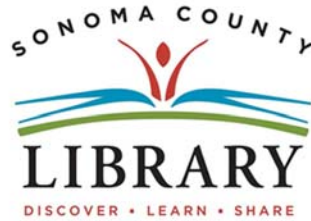
EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The Sonoma County Library is an Equal Opportunity Employer

www.sonomalibrary.org

DISCOVER • LEARN • SHARE



OCTOBER 2015
FLSA: EXEMPT

DIVISION MANAGER, ADMINISTRATIVE SERVICES (CFO)

DEFINITION

Under general direction, provides excellent customer service, plans, organizes, manages, and provides direction and oversight for the Administrative Services Division, consisting of Budget and Finance, Facilities Services, and Human Resources; acts as an integral member of Library Management Team; actively serves as the Library's lead financial professional and strategist; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Library Director. Exercises direct and/or general supervision over and provides training to assigned professional, paraprofessional, technical, and support staff.

CLASS CHARACTERISTICS

This is a management classification that serves as the lead financial professional and division head for the Administrative Services Division. Responsibilities include oversight of multiple programs directly or through subordinate levels of supervision. The incumbent oversees, coordinates, and reviews the work of staff performing complex professional, technical, and office support related to all programs and activities of the division; develops and administers current and long-range planning activities; manages the effective use of the Library resources to improve organizational productivity and customer service and reach operational goals; and provides highly complex and responsible support to the Library Director in areas of expertise. Responsibilities are defined by overall objectives and involve a high level of complexity and specialized information. This class is differentiated from the Library Director in that the latter has oversight of all Sonoma County Library divisions, sections, programs, activities, and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads the development of infrastructure and systems to support the Library's strategic financial objectives according to best practices in government accounting.
- Plans, develops, implements, and monitors goals, objectives, policies and procedures of all finance, accounting, and business operations in accordance with objectives of the Library; recommends changes or modifications to Library management.
- Ensures the Library's financial reporting and communications meet legal requirements and the needs of the public, Library Commission, library staff, County of Sonoma, grantors, state and federal government agencies, and other organizations.
- Manages and participates in the development and administration of the Administrative Services Division and Library annual budget; directs the forecast of additional funds for

staffing, equipment, materials, and supplies; monitors expenditures; recommends adjustments as necessary.

- Plans, directs, coordinates, and reviews the day-to-day work of assigned staff in the Budget and Finance Section, Facilities Services Section, and Human Resources Section; meets with staff to identify and resolve problems; prioritizes work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Selects, trains, and mentors new personnel in the Administrative Services Division; provides coaching and regular evaluation of staff performance.
- Represents the division and/or Library in various external and internal relations such as the Library Management Team, the Library Labor Management Committee, and the Library's Safety Committee.
- Develops procedures and methods to improve operational efficiency and effectiveness in the Administrative Services Division; assesses and monitors workload and support systems; identifies opportunities for process improvement and makes recommendations to Library management.
- Prepares a variety of written correspondence including reports, procedures, policies, and memos.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Principles and practices of government administration, finance, and accounting.
- Public agency accounting standards.
- General principles of human resources management.
- General principles of facilities management.
- Management principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work including accounting and reporting software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Library in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Effectively communicate complex financial concepts to staff and senior management with limited financial backgrounds.
- Prepare and administer large and complex budgets including the management of grants, donations, bequests, and endowments; allocate limited resources in a cost effective manner.
- Lead in developing and implementing goals, objectives, policies, procedures, work standards for the Administrative Services Division.

- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, and/or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with Library policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the Library in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment, including library computer system and equipment, copiers, printers, and software programs; access, retrieve, enter, and update information using a computer workstation.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field; and six (6) years of increasingly responsible experience performing professional-level work related to accounting, budgetary analysis, general administration including budget preparation, fiscal analysis, research, and preparation of written reports and recommendations, two (2) years of which included experience as a manager, supervisor, or staff lead.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and 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. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional participation in work activities, meetings, and events outside of the regular work schedule is expected of this position.