

**HUMAN RESOURCES/FINANCE MANAGER**  
(Albany Public Library)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Library Director, the incumbent is responsible for directing and implementing human resource policies and programs including employment, benefits, staff development, recruitment, interviewing and payroll. The incumbent is responsible for the management of the Library's fiscal resources, including the collection and reporting of all revenue resources. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. Supervision is exercised over the work of subordinate employees.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops, recommends and implements new personnel policies and procedures;
- Implements the recruitment and selection process;
- Leads and participates in recruitment, selection, appointment, training and evaluation of employees;
- Conducts new hire orientations;
- Conducts exit interviews;
- Participates in the preparation of the budget;
- Prepares monthly fiscal reports;
- Prepares monthly expenditure projections;
- Monitors contract management;
- Prepares annual fiscal audit preparation;
- Oversees and manages the payroll and accounting functions for the Library;
- Administers health care benefits;
- Organizes and plans staff development training;
- Supervises subordinate employees;
- Prepares reports as required;
- Participates in contract negotiations;
- Administers collective bargaining agreements;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of library administration practices, procedures, policies, aims and services;

SEE REVERSE SIDE

- Good knowledge of the applications of computer technology to library operations;
- Good knowledge of the principles, practices and maintenance of accounting systems;
- Good knowledge of personal computers and office equipment;
- Working knowledge of automated data processing systems;
- Ability to develop and install standard and special accounting methods, procedures, forms and records;
- Ability to analyze accounting records and reports;
- Ability to analyze and summarize personnel data and information;
- Ability to develop new operating procedures, organizational structures and personnel policies;
- Ability to carry out library policies;
- Ability to train and supervise library staff;
- Ability to plan and coordinate the work of others;
- Ability to express ideas clearly and effectively, both orally and in writing;
- Ability to read and comprehend written material;
- Ability to evaluate situations and recommend remedial actions if necessary;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Accounting or related field and three (3) years of experience in accounting, fiscal management or human resources management; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Accounting or related field and five (5) years of experience in accounting, fiscal management or human resources management; **OR**
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Revised: 5/26/04  
9/12/05  
4/26/06

New York State Civil Service Disapproved 9/12/05 requested #non-competitive