

Class Code:.....0984
Position#: (PSA).... (E)
Developed by:.....MJM
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....8/2016

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, University Libraries/Business

DIVISION: Academic Affairs

REPORTS TO: Dean, University Libraries

GRADE: 12

SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for all business functions of the University Libraries, including budget and finances (all sources of funds). Advise and support the Dean and unit heads in the appropriate generation and use of Library resources. Promote and encourage adherence to prescribed federal, state, and institutional policies and procedures by Library faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and monitor business functions for all departments, programs and units within the Libraries.

Coordinate the Libraries' business affairs and act as a liaison/advocate/facilitator with relevant University offices. Provide leadership as requested by the Dean.

Coordinate budget requests from units within the Libraries and assist with the determination of departmental budgets. Provide the Dean with various reports that can be utilized as decision-making tools.

Oversee the reconciliation of budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets, as needed. Report analysis of fiscal year and projection results to the Dean, department chairs and others responsible for Library accounts.

Provide support to departments and other Library units in ensuring compliance by faculty and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to general accepted accounting principles.

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Supervise all service contracts, inventories and purchases. Coordinate blanket order requirements and maintain status of same for the Libraries. Prepare contracts for various services.

Supervise the preparation of personnel, payroll and other business forms.

Establish, train and implement business procedures for department chairs, principal investigators, support staff and others in the Libraries.

Support principal investigators, faculty, administrators and other staff in generating and managing general revenue and external funding.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, accounting or a related field; Minimum three years of experience in a business management capacity; Demonstrated problem solving ability; Demonstrated computer experience with word processing, spreadsheets, databases and electronic mail systems; Demonstrated strong verbal and interpersonal communication skills; Demonstrated strong written communication skills; Demonstrated ability to supervise staff; Demonstrated attention to detail; Demonstrated experience managing fiscal projects; Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards, and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.