**Department of Human Resources**

**Exempt Job Description**

**Job Title:** Manager, Finance and Administration

**Job Number:** X-020

**Band:** 5

**NOC:** 0114

**Department:** Library and Archives

**Supervisor Title:** University Librarian

**Last Reviewed:**  October 8, 2019

**Job Purpose**

Reporting to the University Librarian, the Manager of Finance and Administration provides strategic and operational support and oversight of the Library and Archives’ administration including finances, human resources and facilities. Provides statistical, financial and analytical data as required to enable long term planning for the Library & Archives.

The Manager is responsible for the operation of the Office of the University Librarian, liaises with other Library and University departments, including the Durham Campus Library & Learning Centre, and acts as liaison with internal and external clienteles and consortia. Responsible for the overall coordination of the communications and marketing plan for the Library and Archives and responding to public relations matters requiring specific knowledge of Library and Archives procedures and policies.

**Key Activities**

***Finance and Administration:***

1. Develops the long-term financial plan for the Library and Archives in collaboration with the University Librarian; provides strategic input, implements and controls the annual Library budget (approximately $4,800,000 annually); provides ongoing advice to the University Librarian on financial operations; works closely with the Office of the Provost and Vice President Academic to finalize the Library and Archives budget for Board approval.
2. Manages all financial transactions, including monitoring, processing and approving purchase requisitions and expense reimbursements for the Library and Archives operations budgets and the Librarian Professional Expenses Fund.
3. Reconciles the Library and Archives VISA statements monthly, ensuring all expense documentation, approvals, budget allocations, and online submission are done in a timely fashion.
4. Acts as purchasing agent for the Library and Archives for all equipment, furniture & supplies, which includes liaison with suppliers, acquiring prices, processing orders or supervision of same and maintaining records and ensuring payment.
5. Conducts budgetary reviews and coordinates monthly budget reports to the University Librarian. Identifies appropriate amounts to be carried forward each fiscal year-end; liaises with the Budget Office and the Office of the Associate Vice-President, Finance in this regard.
6. Responsible for the allocation of funding for student hiring in the Library & Archives. Oversees the overall budget for TWSP for the Library & Archives and coordinates requests for funding for the Fall, Winter & Summer terms; monitoring of expenditures; and ensures submission of reimbursement requests within prescribed timeframes. Hires, trains and supervises the student assistants (s) for the Office of the University Librarian.
7. Manages the operation of the Office of the University Librarian.
8. Provides administrative support to the Librarians Committee and the Library Advisory Sub-Committee, as required. Prepares agendas, takes minutes, sets meeting dates and circulates information to the committees as needed.
9. Coordinates and maintains departmental files and records while respecting confidentiality requirements.
10. Provides guidance to Library and Archives personnel on the application of internal and external policies, procedures, guidelines, collective agreements, and relevant legislation, as appropriate.
11. Coordinates the collection and preparation of statistical information for annual reports, requests for information, OCUL statistics, etc.
12. Coordinates, authorizes and processes all telephone authorization codes for Library and Archives staff, and all key and key card and access requests for the Bata Library Building, or supervises same.
13. Coordinates the ordering of all mobile telephone equipment, billing, accounts and services, budget allocation.
14. Responds to telephone enquiries directed to the Office of the University Librarian or coordinates same.
15. Coordinates with the Library Acquisitions Budget Manager on the acquisitions budget, endowed accounts and year-end balances.
16. Coordinates with the Manager, Durham Campus Library & Learning Centre on the budget and expenses for the Durham Campus Library & Learning Centre.
17. Assists Library and Archives units with hiring searches and new employee intake.

***Communications and Liaison:***

1. In collaboration with Library and Archives supervisors and staff, develops effective communication strategies, marketing tools, signage and related communication tools for the Library and Archives, and liaises with the Marketing and Communication department on relevant matters.
2. Promotes activities and information about the Library and Archives using social media (Facebook Instagram, Twitter), digital display boards & the Library and Archives webpages.
3. Contributes content to Library and Archives webpages including creating news articles, maintaining the Office of the University Librarian page and updating information on webpages as needed.
4. Supports the University Librarian’s involvement with philanthropy initiatives, including liaising with the Advancement team and donors to the library; coordinates with Advancement on the status of endowed accounts for the library, including reviewing balances, reporting on expenditures and providing recommendations on use of funds; supports the Advancement team in philanthropy initiatives including the planning of events for and in the Library and Archives.
5. Represents the University Librarian at meetings, on committees and at other occasions, as required.
6. Represents the Library and Archives on matters of accessibility and AODA standards; is a member of the Presidential Advisory Committee on Human Rights, Equity and Accessibility (PACHREA).
7. Acts as the Library and Archives’ occupational health and safety (OH&S) officer and liaises with the Joint Health and Safety Committee on all matters pertaining to OH&S in the Library and Archives.
8. Liaises with other academic and administrative offices as required for the effective operation of the Library and Archives and the Bata Library building.
9. Coordinates with Library and Archives unit supervisors regarding planning for infrastructure development of Library and Archives facilities.
10. Assists the University Librarian with other related tasks that contribute to the successful operation of the Library and Archives.
11. Other related duties as assigned.

**Education Required**

Honours University Degree (4 year), preferably in Business Administration or a related discipline.

**Experience Required**

* Five years directly-related experience. Preference will be given to candidates with experience working in an academic or college library.
* Experience in the development and management of large budgets, including familiarity with general accounting and budget systems.
* Demonstrated experience in the development of communication and marketing materials and initiatives.
* Intermediate level computer skills: Internet and Microsoft Office - Excel, Access, Word, & Publisher;
* Experience in web development and experience using social media to promote events, information and outreach;
* Excellent organizational, analytical and planning skills, including project management and leading a team.
* Strong interpersonal skills and excellent oral and written communication skills; ability to exercise tact, good judgment and diplomacy.
* Proven ability to work independently and collaboratively, as a member of team.
* Proven ability to adapt and function effectively in a constantly changing environment.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

* Student Employee(s) in the Office of the University Librarian: Nature of supervision: hiring/dismissal, schedule, assign work, monitor progress, evaluate, supervise, train, discipline, provide guidance and instruction, motivate, mentor.
* OPSEU staff from other Library and Archives units seconded for specific tasks/projects: Nature of Supervision: assign work, supervise, and monitor progress.

**Indirect Responsibility for the Work of Others:**

* Volunteers for Library and Archives events.