



POSITION OPEN: Chief Financial Officer -
Director of Administrative Services (full time)

DATE AVAILABLE: Immediately

SALARY RANGE: \$146,437 - \$174,853

The Director of Administrative Services is a key member of the administrative staff and the leadership team. This position is responsible for strategic oversight and hands-on-management, ensuring the effective and efficient administrative operations of the library with a commitment to equity, transparency, and service for several administrative operations. The role will direct the activities of the organization's Business Office, responsible for Finance and Budgeting (including the Foundation) Accounting, Payroll, Facilities, and the Passport and Reception functions for the organization.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

KEY RESPONSIBILITIES:

- Partner with the CEO and Administrative team on strategic planning to support the mission and long-term goals of the library.
- Develop and manage annual operating budgets to ensure and maintain the fiscal health of the organization.
- Provides support for the preparation of Board of Trustees meeting agendas and attends the Executive, Pension, Building, Personnel and Ferguson Library Foundation meetings. Prepare minutes for these meetings as appropriate.
- Develop annual capital requests for submission to the Board of Trustees and City, maintain all capital project financial records. Liaison with city officials on these projects.
- Serves as primary liaison with accounting firm for preparation of annual library and Foundation audit and 990 tax return. Coordinate all the library's and Foundation's banking relationship.
- Responsible for library's risk management program, serves as principal coordinator for all matters regarding the employee pension plan, 401a, 403b, TIAA-CREF, including the closed defined benefit plan.

- Develop and maintain all procedures for the Business Office to ensure accurate information is maintained, distributed, and library assets are protected.
- Supervises library's payroll and benefit programs.
- Responsible for library's Passport Services.
- Partners with the HR Director on bargaining unit matters, other initiatives as needed.
- Works closely with the Manager of Facilities & Building Services on the operation of the library branches.

QUALIFICATIONS:

- Bachelor's degree in business administration, management or a related field (master's degree preferred)
- Proven ability to manage complex operations, ability to work effectively and lead diverse teams.
- Strong decision-making and problem-solving skills.
- 8-10 years of progressive experience in administration, at least 3-5 years in a leadership role. Non-profit experience a plus.
- Proficient in financial software and systems.
- Excellent organizational, analytical, interpersonal and conflict resolution skills.
- Excellent oral and written communication skills.
- Demonstrates a high level of integrity, professionalism and discretion.
- Commitment to public service and the mission of the library.

If you are interested in being considered for this position, please submit a resume and cover letter by email to apply@fergusonlibrary.org with the job title in the subject line.