

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
ACCOUNTANT	\$14.27-23.15/HR/DOQ	3/02/2012
WEBER COUNTY LIBRARY - FULL-TIME or PART TIME WITH BENEFITS <u>FT Paid employee and family health & dental benefits; retirement plan; sick, vacation, and holiday & 401(K) match PT retirement plan; sick, vacation, and holiday & 401(k) match; Under the general supervision of the division director, maintains and reconciles various accounts and schedules, prepares periodic journal entries, maintains systems and practices to ensure compliance with generally accepted accounting principles and internal control procedures, prepares management reports. Assists in preparing the annual budget. Work requires some evening and weekend shifts. Must have a Bachelor's degree in accounting with a minimum of two years relevant governmental accounting experience</u>		

Mission: All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of “neutral ground” where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association’s *Code of Ethics*, *Library Bill of Rights*, and *Freedom to Read Statement*; to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a “self-learning agenda” which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

General Duties: Under the general supervision of a Senior or Professional staff member, an Associate Business Manager performs the following types of intermediate level paraprofessional duties: Bibliographic maintenance; collection maintenance; equipment and software maintenance; ready reference and reader’s advisory services; acquisitions and purchasing; accounts management; and other tasks of an intermediate paraprofessional nature as required by the individual library divisions. Each employee must annually sign and successfully complete a results oriented performance plan, based upon the specific job duties for the position and upon the individual employee's performance needs.

Performance Results: (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees may add results, and specific areas of assignment within the library may require the employee to perform fewer results than in other areas.)

Collection Management Verifies collection development procedures and benchmarks. Coordinates and involves staff in an ongoing, written collection development plan. Implements appropriate training opportunities for self and others. Implements guidelines for system purchasing plans. Implements guidelines for system weeding plans. Implements procedures for the maintenance of the bibliographic and customer data bases. Verifies the selection, acquisitions, and cataloging of library materials.

Fiscal Management Verifies procedures to ensure that public funds are received, recorded,

deposited, and expended in an acceptable and honest manner. Implements procedures to gather input for the division budget. Coordinates staff training to ensure that the highest standards of accuracy and integrity are met in all areas of fiscal responsibility. Coordinates system fund raising activities. Coordinates the preparation of bids and specifications for purchasing goods, equipment, supplies, and services. Verifies expenditures to ensure that funds are used in an appropriate, efficient, and timely manner.

Personnel Management Coordinates procedures to ensure appropriate and effective communication at all levels. Coordinates training opportunities for new employees. Implements quantifiable performance standards to be used as criteria for evaluating performance of self and others. Implements solutions to deal with problems associated with below standard performance of self and others. Implements incentive systems to recognize outstanding work

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performance in the division. Coordinates efficient and effective use of staff, helping employees focus work time upon activities which support agreed upon system and division goals and priorities. Coordinates the documentation of work performance of self and others. Verifies employee work schedules (paid and volunteer) to ensure adequate staffing and the best use of available resources.

Program Management Implements a programming plan which advances the mission, roles, goals, and principles of the library system. Implements system guidelines for tours, outreach activities, and library sponsored events. Coordinates the appropriate use of meeting rooms and exhibit areas. Verifies procedures for exhibits, public performances, and other library sponsored events.

Property Management Supports system property management plan.

Public Service Management Verifies procedures for continual improvement of customer service. Implements quality reader's advisory services. Implements quality reference and referral services. Implements quality customer accounts management services. Implements a quality staff training program. Implements public relations plan to promote library programs and services.

Technology Management Implements short term plans which identify and solve problems, help the library keep pace with the changing information environment, and increase the quality of library services. Implements a maintenance program for library technology resources. Coordinates public and staff utilization of computer and other technological resources. Verifies statistics which document the utilization technology related services.

General Qualifications: Para-professional responsibilities at a high level, normally working within established procedures and techniques, and with some supervision by a professional, but requiring judgement and subject knowledge such as is represented by a full, four-year college education culminating in a Bachelor's Degree. Graduation from an accredited university with a Bachelor's Degree or a Bachelor's Degree plus additional academic work short of the Master's degree in a relevant field and experience working with the public in a team management environment or an equivalent combination of education and experience. Must have the ability to help implement Board policy and Library Administrative plans and procedures, take initiative, work extremely well with others, and accept responsibility for his/her own actions. Must be able to operate and troubleshoot basic equipment in the library division (computers and printers, satellite distribution systems, microfilm machines, reading machines for the blind, copy machines, etc.) and utilize most applications software. Must have knowledge of the services and programs offered by the public library.

Special Qualifications: Must be able to work rotating shifts (seven days a week), flexible hours (morning, afternoon, and evening), and holiday hours when the library is open. All Associate Manager staff will work a minimum of two evenings per week and will alternate weekend shifts with the other employees in their divisions. They will also work holiday hours in equal proportion to those of other employees in their division. Associate Business Manager staff are not exempt from the Fair Labor Standards Act. Under the guidelines of the law, they may be required to work extra hours to cover for those employees who may be on vacation, sick leave, etc.

Tools and Equipment Used: Including but not limited to: computers (networked and stand-alone), complete with various applications software, library collection (circulating, reference, CD-ROM, on-line, etc.), telephone, FAX machine, microfilm and microfiche machines, reading machines for the blind, copy machines, video tape machines and satellite video distribution networks, various projectors and public presentation media.

Physical Demands: While performing this job the employee is regularly required to lift up to twenty-five pounds, and occasionally up to fifty pounds. Must remove library materials from shelves at a maximum height of six feet; use hands to finger, handle, feel, or operate computer keyboards, tools, or controls; and reach with hands and arms. Must be able to move about the area, talk clearly with

customers, and hear customer responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Work Environment: While performing the duties of this job, the employee regularly works in a library public service environment or in a business office environment.

Affirmative Action/Equal Employment Opportunity/Americans with Disabilities:

It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote, and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.

**POSITION OPENED UNTIL FILLED
APPLICATION MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EOE - DRUG & BACKGROUND TESTING REQUIRED**