City of Rochester (NY)
Manager of Library Finance

**General Description**

This is an administrative position that oversees the financial operations of the Rochester Public Library and the Monroe County Library System. The incumbent in this position reports directly to the Library Director and is a member of the Library Management Team. Incumbent has wide latitude for independent judgment and control over assigned responsibilities.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "http://www.cityofrochester.gov/article.aspx?id=8589935786" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

**Typical Work Activities**

- Oversees Library Finance Office Operations;
- Develops and manages the Monroe County Library System, Central, and Community Library Operating and Capital budgets;
- Oversees Library’s cash handling operations and procedures;
- Oversees and manages the Federal E-rate program;
- Prepares monthly RPL and MCLS Board reports;
- Writes professional services, lease, and other contractual agreements;
- Oversees annual RPL audit process and the completion of the 990 tax statements;
- Drafts City Council and County Legislature ordinances for Library;
- Represents the Library at City Council, County Legislature, and City-County Departmental meetings;
- Attends and reports to several Library Boards of Trustees;
- Oversees Library endowment-investment portfolio.

**Minimum Qualifications**
High school diploma or GED PLUS;

A. Master's Degree in Business Administration, Finance or related field AND three (3) years experience in budget analysis or analysis of fiscal or monetary programs.

OR

B. Bachelor's Degree AND five (5) years experience as described in A. above.

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Agency  
City of Rochester (NY)

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