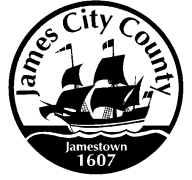


Title: Finance Coordinator

Number: 808



Department/Division: Williamsburg Regional Library/Finance & General Services

Supervised by: Finance & General Services Director

Nature of work:

- Performs advanced professional work organizing and coordinating the work of the finance and general services division and supporting activities of all Williamsburg Regional Library divisions.

Primary duties:

- Manages contractual services and purchasing; assists with managing the formal bid process, accounts payable, and providing analytical review for expenditures.
- Administers library's participation in the state's set-off debt program.
- Acts as telecommunications coordinator and manages the E-Rate telecommunication reimbursement process.
- Prepares, analyzes, and communicates as necessary budget reports and information.
- Performs other duties as assigned.

Job Preparation Needed:

- Extensive computer experience required, including using electronic resources (Internet) for vendor and procurement sources.
- Demonstrated ability to research, analyze, communicate and maintain complex financial and statistical information.
- Some knowledge of government procurement processes and the library environment preferred.
- Bachelor's degree or combination of higher education and some experience in related fields to provide the necessary knowledge, skills, and abilities.

Post-offer requirements:

- Criminal history/sex offender check
- Credential check

Introductory period: 6 months

Job location and conditions:

- Requires ability to travel among various library and other sites.
- Work performed primarily in office setting, at Williamsburg Regional Library buildings, and other sites as required.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work during emergency conditions.

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. Spatial Abilities:

- Not essential function.

V. Manual Dexterity:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. Finger Dexterity:

- Not essential function.

VII Physical Demands:

- Strength: Must have ability to occasionally lift, push/pull, hold/carry 10-15 lbs. from ground to waist and at waist level.
- Climbing: Must have ability to climb 1 flight of stairs, 3-4 steps.
- Standing, sitting, walking, and running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Not essential function.
- Reaching, handling, fingering, and/or feeling: Not essential function.
- Seeing: Must have ability to focus, and peripheral vision.

VII. Driving:

- Must have ability to drive automatic transmission car.