

County of Yolo Recruitment



Business Services Manager

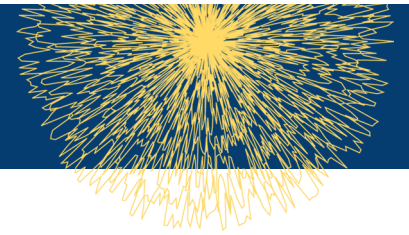


Yolo County Library provides access for all to ideas that inform, entertain, and inspire.
“We connect people and ideas.”



Yolo County Library
“We connect people and ideas”
www.yolocountylibrary.org

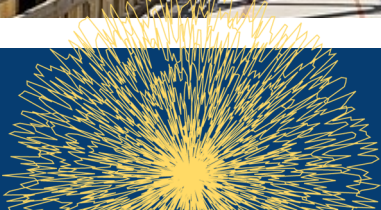
About Yolo County



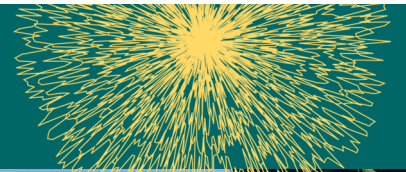
The County of Yolo is one of California's original 27 counties and operates under General Law. The County is governed by an elected five-member Board of Supervisors who serve four - year terms. The County is organized into functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works. The adopted County budget for 2015-2016 is approximately \$346 million and allocated staff is 1,450.

Yolo County is home to over 200,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. There is the Woodland Opera House and the Mondavi Center for the Performing Arts, whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is also home to the Sacramento River Cats baseball team, and there are numerous locally organized sporting activities for all ages. The County is also home to the University of California, Davis with its 5,300-acre campus and 36,000 student population. Other education institutions include Woodland Community College and several excellent public school districts.



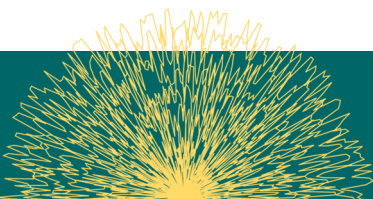
About the Yolo County Library



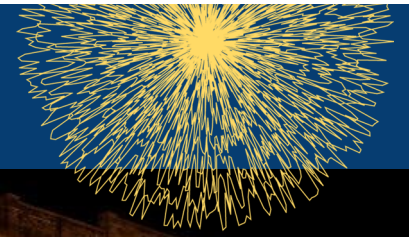
The Yolo County Library serves seven communities and the rural areas of Yolo County, and provides public library services to all areas of the County except the City of Woodland, which independently provides a public library. Branch libraries are located in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo. Library Administration and Technical Services operations are located in Woodland.

Basic public library services include collection management, circulation, Internet access, reserves and interlibrary loans, virtual branch and database services, and computer and software applications, meeting and study room use (where available), diverse programs for all ages, homework and research assistance, literacy programming, 211 Yolo coordination reference and information services and instruction, family and children resources, community information services, and Archives and Records Center services and preservation.

The Yolo County Library is committed to supporting a diverse and inclusive employee workforce reflective of the population we serve that are knowledgeable, encouraging and continually develop and support communities in our region. We are committed to an environment where differences are valued and all staff are part of a productive, high performing team delivering quality services to our clients. The Library supports growth and learning in all aspects, providing enriching environments for discovery and understanding.

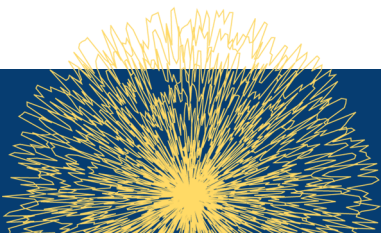


About the Position

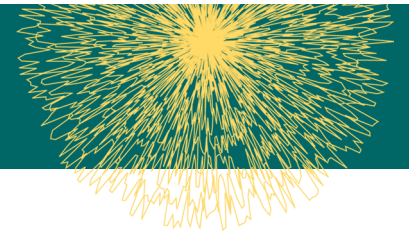


The Business Services Manager is a full time, permanent position that reports directly to the County Librarian. Such responsibilities include, but are not limited to, the following:

- Preparing various reports regarding the department's annual budget, fund balances and grants, including analyzing financial and operational statistics and expenditures.
- Planning, organizing, and reviewing the work of clerical staff and being engaged in personnel, accounting, data processing and general business activities.
- Reviewing grant applications and quarterly reports as required and keeping track and reporting extra-help usage, or donations received, and managing projects.
- Approving and reviewing, for accuracy, expenses, bank transactions, claims, purchase orders, journal entries, monthly credit card payments, and deposits.
- Serving as an active and participating member on County and Library committees, including State and Federal, and other offices, agencies, programs, and boards.
- Maintaining records and disposing of excess property as appropriate and managing contracts for requirements and limitations, amending if necessary, and renewal.
- Corresponding and communicating with Friends groups, including sending invoices and reviewing finances and budgets and other duties as assigned or needed.

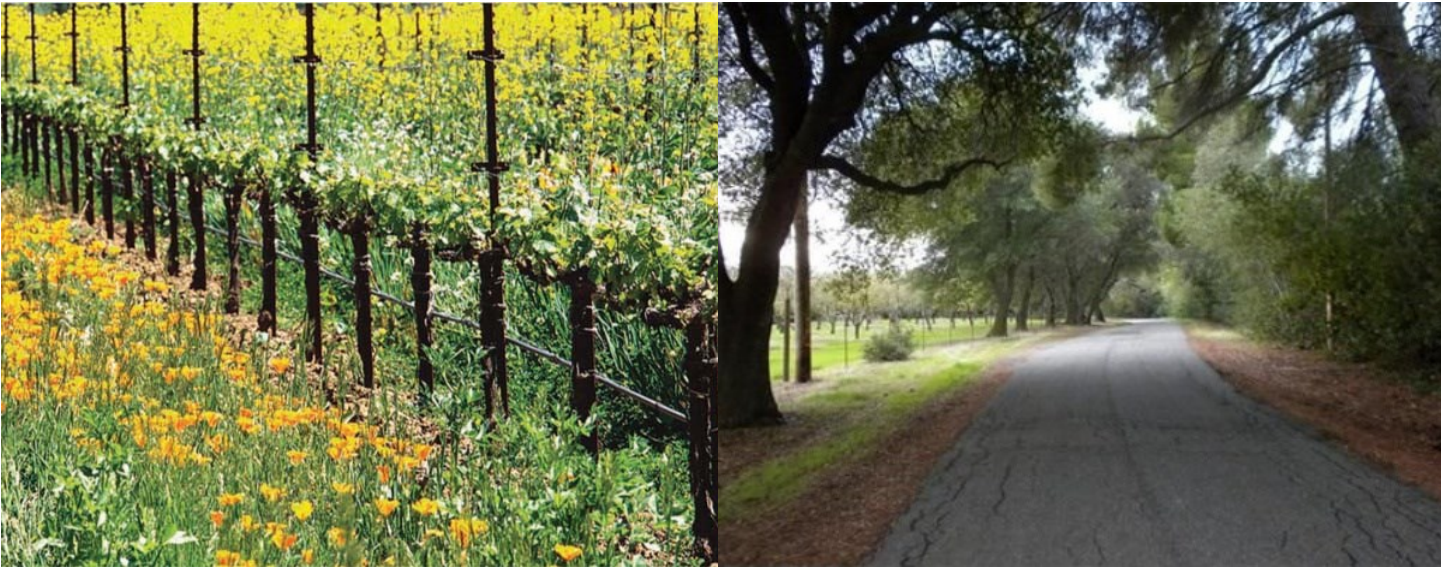


About the Position (continued)



Candidate Background and Credentials

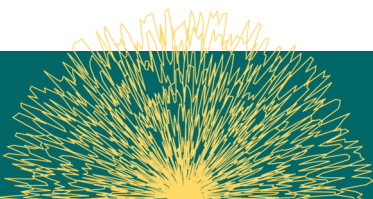
The minimum qualifications for this position are a Bachelor's Degree or higher from an accredited college or university in Accounting, Finance, Business Administration or a closely related field with three years of responsible experience in an administrative, professional, or supervisory capacity.



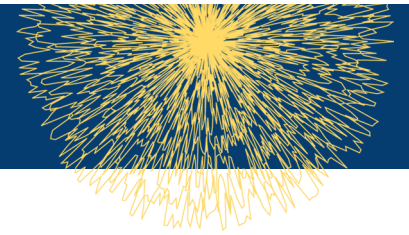
In addition to the minimum qualifications, the candidate will have:

Knowledge of: organizational and functional structure of local government, principals and practices of public administration; organization and management; budget preparation and quality control; cost accounting, statistics, principals of supervision and management; Federal, State and local laws, rules, and regulations, and computer applications.

Ability to: perform budget analysis, preparation and monitoring; prepare cost and operations studies, prepare correspondence and reports, including grant applications; manage personnel; think creatively and innovatively using analytical, critical thinking and decision making skills; take initiative and maintain momentum of work despite obstacles; organize and structure daily activities through time management; communicate clearly, effectively and proactively; remain open to feedback; interact effectively with others and maintain good work relationships by building an environment of mutual respect and trust; utilize technology appropriately; and understand the library's mission, roles, and services.



How to Apply



Interested candidates are welcome to apply online at
www.yolocounty.org.

The deadline to apply for this position is
??, ?? 2016.

Application packets received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications may be contacted for additional discussion and screening.

After all applications have been screened, candidate interviews are scheduled to proceed in ??? 2016.

For questions about this position contact: [Patty Wong, County Librarian](mailto:patty.wong@yolocounty.org) at: patty.wong@yolocounty.org or (530) 666-8002.

For more information about the position including specific job duties and the compensation and benefits package, please contact: [Jenny Brown, Personnel Analyst](mailto:jenny.brown@yolocounty.org), at (530) 666-8328.

Yolo County is an Equal Opportunity Employer

