

**MINUTES OF THE SPECIAL MEETING
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
August 16, 2019**

The Trustees of the Portsmouth Public Library met in a special meeting on this date at 12:05 p.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mrs. Tamela Morton – Board Member; Ms. Ruthann Brush – Board Member and Mr. Richard Schisler – Board Member. Representing the library were Paige Williams – Director and Hannah Robinson – Deputy Fiscal Officer.

On motion of Mrs. Morton, seconded by Mr. Schisler and unanimously carried, to accept and approve the resignation of Leah Jenkins, Fiscal Officer, effective September 3, 2019.

On motion of Mrs. Morton, seconded by Mr. Schisler, to approve the following posting of the Fiscal Officer position via print and social media, the Library website and through other employment websites/services. The position will be posting through August 30, 2019 with a salary range of \$48,000-\$53,000 dependent upon experience.

Fiscal Officer

Revised 08-28-2015



Type: Full-time **Salary:** \$48,000 - \$53,000 (salary commensurate with experience) **Reports to:** Board of Directors

Summary:

Under Board direction the Fiscal Officer is responsible for the financial operations of the Library pursuant to the Ohio Revised Code (ORC) sections 3375.36-3375.39. The Fiscal Officer ensures that all financial operations comply with state and local laws, the directives of the State Auditor, and policies and decisions of the Portsmouth Public Library Board of Trustees.

Minimum Job Requirements

- Bachelor's degree in Accounting or Business
- Ability to attain Public Official Bond
- Minimum five years' experience in accounting and business management, public sector experience preferred
- Proficiency in use of automated financial data processing systems (Software Solutions, Inc.)
- Possess excellent interpersonal communication skills both oral and written
- The ability to meet scheduled hours with rare absences

Essential Functions:

- Responsible for overseeing the financial operations of the Library
- Extensive knowledge of accounting and payroll procedures
- Follows legal and procedural regulations as defined under the ORC for receiving, investing and appropriating funds
- Recommends fiscal and operational policies to the Director and a seven-member Board of Trustees
- Prepares annual budget and appropriations with the Director
- Develops and maintains a system of internal accounting controls
- Prepares and modifies appropriation resolutions and certificates of estimated resources as needed

Monitors fund balances and recommends transfers when needed
Provides accurate information and advice on the financial conditions of the library to the Board, the audit committee and the Director
Reports monthly and annually financial reports to/for the Board of Trustees and other authorities as required
Reviews contracts, business practices, and accounting procedures and makes recommendations to the Director and the Board
Process levy monies and submits reports as required and received
Implements and ensures compliance with policies and procedures
Assists in the preparation of board packets, attends board meetings and prepares board minutes
Supervise Deputy Fiscal Officer
Other duties as assigned

Knowledge, skills, and abilities

Ability to be commissioned as a notary public of Scioto County
Proficient computer and data entry skills
Demonstrated attention to detail; high requirement for accuracy
Demonstrated trust and integrity, as position has access to a significant amount of sensitive/confidential information
Demonstrated problem solving and organizational skills

Demonstrated flexibility, including the willingness and ability to learn new technology, techniques and methods
Maintain up to date knowledge and skills related to fiscal office by attending continuing education workshops and conferences, supervisory meetings, staff development activities and monitoring list serves, etc.

Special Requirements: Driver's license and access to a vehicle and successful completion of criminal and credit background check

Physical Requirements:

Moderate manual dexterity for basic keyboard work and use of standard office equipment; 90% computer work; individual has some discretion about sitting, walking, standing, etc.; may require lifting items weighing less than thirty pounds; climate controlled environment

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Employee signature

Date

42-2019

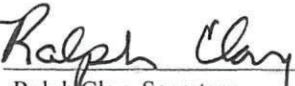
On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Mr. Schisler, yes.

On motion of Mr. Schisler, seconded by Mrs. Morton and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Dr. Charles Kemp from the August 16, 2019 Special Board meeting is approved.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:11 p.m.

Approved this 10th day of September, 2019.


Kara Tieman, President


Ralph Clay, Secretary