



Invites Your Interest in the Position of Part-Time Fiscal Officer

The Library System and Community

The Franklin-Springboro Public Library is in northwestern Warren County, Ohio, between downtown Cincinnati and Dayton, along the 1-75 corridor. The District is located in a vibrant and growing residential and business community and is situated in a region that combines the best of rural country living, major outdoor attractions, and proximity to big city amenities.

The Franklin-Springboro Public Library has two locations. The main branch is located in the City of Franklin, while the second branch is located in the neighboring City of Springboro. Together these two facilities provide services, programs, and materials to the over 56,000 residents that reside in the district, which includes the cities of Franklin, Springboro and Carlisle and Franklin and Clearcreek Townships.

The Library: Governance, Organization and Financial Position

The Franklin-Springboro Public Library is governed by a seven-member Board of Trustees which are appointed by the Franklin City School Board. The Board of Trustees is responsible for the hiring of the Fiscal Officer.

The Fiscal Officer serves as the Chief Fiscal Officer of the Library and works closely with the Board of Trustees and Library Director to form a strong library management team.

The Fiscal Officer is accountable for the proper maintenance of financial records, bookkeeping procedures, and expenditure of all library funds. The position is also responsible for the receipt, investment, and disbursement of library funds and for ensuring that all expenditures are properly encumbered. The Fiscal Officer is also responsible for administration of the Library's employee payroll, benefit programs and property and liability insurance coverage placement.

In addition to the Full-time Director and Part-time Fiscal Officer, the Franklin-Springboro Public Library has 35 other staff members (17 Full-time and 18 Part-time).

The Franklin-Springboro Public Library has a very strong financial position and long history of fiscal responsibility. The Library is funded by the Public Library Fund (a percentage of the state's tax receipts that go into the state's General Revenue Fund), a permanent local levy and a small percentage of miscellaneous funds that generates \$2.9 million annually. The current Library budget is \$3 million annually, and there is currently a cash balance of \$4.8 million across all funds.

Vision, Priorities and Opportunities

The Franklin-Springboro Public Library's mission is to: "Meet the educational, informational, intellectual, and recreational needs of the people in the service community: Franklin, Franklin Township, Carlisle, Springboro and Clearcreek Township."

The Library's priority is to ensure the excellent services, management and financial position of the Library is maintained through strong professional leadership and stewardship of Library resources.

The Library's leadership team is committed to constant improvement by looking for opportunities to enhance services and provide additional value to the residents and business communities that it serves.

Ideal Candidate

The ideal candidate will be honest, ethical, hardworking, and highly dedicated to the profession. She or he will have experience working in a public finance department, be familiar with governmental fund accounting and reporting and have experience using the State Auditor's Uniform Account Network (UAN).

A bachelor's degree in accounting, finance or business Administration from an accredited college or university is required. The successful candidate will have five years of progressively responsible public financial experience as a minimum. Experience working in a public library system is helpful, but not required.

Successful completion of a criminal background check and the ability to meet bonding requirements are required.

Compensation and Benefits

This is a part-time, exempt position, and the salary will be commensurate with the knowledge, skills, and abilities of the selected candidate with the range between \$28-35 dollars/hour. The position will average approximately 20-30 hours per week and includes vacation, sick leave, paid holidays, and participation in the Ohio Public Employees Retirement System (OPERS).

Application Process and Deadline

The Fiscal Officer position is open until filled with the first review of candidates taking place on December 4. Candidates are encouraged to apply early.

Questions should be directed to **Michael Hinnenkamp at Ohio Plan Management Resources at (513) 906-6705**. For more information and to download the Library/Position Profile, go to www.ohioplan.com and click on Active Recruitments in the green bar at the top of the page.

To Apply

To apply, please email in one combined PDF, a cover letter, resume, and five professional references to hr.office@ohioplan.com. The Franklin-Springboro Public Library will not accept applications or calls of inquiry on the status of this recruitment. All candidate communications will be provided by Ohio Plan Management Resources.

The Franklin-Springboro Public Library is an equal opportunity employer.