AUBURN
Human Resources

Dir, Library Business Administration & Finance

Job Description

JOB INFORMATION

Job Code	KA25
Job Description Title	Dir, Library Business Administration & Finance
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Organizational use restricted to the following divisions	152 Library
Approved Date:	5/29/2025 2:23:34 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Leads financial planning, budgeting, and funding allocation for the libraries, ensuring fiscal responsibility and strategic resource management. Oversees communications, marketing, outreach, accounting, and financial reporting, providing transparency and alignment with institutional goals. Works closely with the Dean and Department Chairs to develop strategic initiatives, conduct organizational analysis, and implement long-term planning to support the libraries' mission and overall effectiveness.

RESPONSIBILITIES

- Provides guidance and support to department heads, chairs, and staff on accounting and budgeting policies, procedures, and best practices to ensure the efficient management and utilization of financial resources. Collaborates closely with the Library Dean and department heads to develop strategic plans, conduct organizational analysis, establish compensation structures, and create long-term initiatives that align with the libraries' goals. Researches, develops, implements, and refines accounting systems to strengthen internal controls, enhance financial oversight, and promote fiscal responsibility. Leads the development and coordination of internal grant proposals, providing strategic recommendations, editing submissions, and ensuring they are effectively prepared for approval. Oversees post-award financial management, ensuring compliance with spending deadlines and adherence to award restrictions to maximize funding impact.
- Leads the strategic budgeting, funding allocation, financial reporting, and oversight of all fiscal operations within the libraries. Develops and implements policies, guidelines, and procedures for budget administration, gift account management, contracts and grants management, and compensation, ensuring financial stability and compliance. Provides expert guidance to the Dean and leadership on complex fiscal matters, including budget planning, strategic financial decision-making, project management, and broader administrative concerns. Advises the acquisitions department chair on maintaining dual bookkeeping for budget allocations ensuring accurate expense tracking while aligning with university requirements in Banner.
- Provides direct and indirect supervision financial staff, ensuring efficient financial operations within the libraries. Oversees the training of all employees engaged in accounting and financial tasks, including but not limited to preparing, examining, and analyzing accounting records, financial statements, and reports. Identifies and implements corrective actions to ensure compliance with Auburn University policies as well as federal and state laws, regulations, and guidelines. Offers pre- and post-award financial oversight and guidance to the Assistant Dean for Research, principal investigators, and contracts and grants specialists, ensuring proper financial management and adherence to funding requirements. Provides leadership and strategic direction to purchasing card reconcilers, cardholders, OIT, facilities, HR, the Adobe manager, and support staff. Responsibilities include delegating work, ensuring accurate and timely completion of financial tasks, and resolving complex and non-routine financial issues to maintain operational efficiency.

RESPONSIBILITIES

- Provides leadership in managing communication, marketing, and outreach efforts for the libraries. Directly supervises staff overseeing daily operations and ensuring the effective execution of communication and marketing services. Develops and implements strategic communications, public relations, social media, and marketing initiatives to enhance the libraries' visibility and engagement. Supervises and edits all promotional materials, publications, and media distributions, ensuring consistency and alignment with the libraries' goals. Chairs and guides the Communication, Marketing & Outreach Committee, leading strategic initiatives to strengthen community connections. Serves as a resource and advisor, collaborating with all library departments to provide training, consultation, and strategic guidance on communication, public relations, and marketing strategies. Works closely with the Dean and Director of Operations to develop and execute strategic advertising and marketing plans. Supports the creation of impact reports and annual reports to enhance donor communications and engagement.
- Serves as a primary liaison between the libraries and the Business Office, various university departments, vendors, and external partners, facilitating effective communication and collaboration. Assists with additional responsibilities as needed to support the libraries' operations and strategic initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Business Administration, Finance, Accounting, Communications, Marketing, or related field	and	7 years of	Experience in Accounting Services, Financial & Budget Management, Marketing & Outreach Strategy Development, and Content & Communication Management. One year of supervisory experience is required.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles, practices, and the analysis of financial data.	
Knowledge of marketing, communication, and multimedia.	
Analytical thinking, creativity, strategic planning, and communication skills.	
Ability to balance fiscal responsibility with outreach efforts to support both the mission and academic goals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.