



Fiscal Officer/Facilities Manager

Organization: Ida Rupp Public Library

Hours: Full time

Salary: \$46,000 to \$53,000

Ida Rupp Public Library in Port Clinton, Ohio is seeking an experienced, detail oriented and dependable individual to join our team as Fiscal Officer and Facilities Manager.

Duties:

In consultation with the Library Director and under the direction of the Library Board of Trustees, the Fiscal Officer plans, organizes, and administers the daily financial activities of library operations and follows legal and procedural regulations as defined under the Ohio Revised Code for receiving, investing and appropriating library funds. The Fiscal Officer will also serve as Facilities Manager planning, directing and overseeing maintenance, repair, housekeeping, security and groups keeping functions of the library system facilities.

Full job descriptions can be found on the library's website, www.idarupp.org.

Requirements:

Experience in public finance administration with previous work experience in accounting, business or public administration or any equivalent combination of experience which provides required knowledge, skills, and abilities. Must qualify to be bonded. Valid driver's license required.

Application Process:

For consideration, please send your resume, cover letter, contact information for three references and completed [application](#) (applications can be found on our website) to:

lfaust@seolibraries.org

or

Lindsay Faust, Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline:

Application materials must be received by September 24, 2018.