

**Job Description**  
*Library Staff Positions*

**CBO, Libraries, Museum & ECDS**

<b>Employee Name</b>	TBD
<b>Department or Unit</b>	Finance & Administration
<b>Division</b>	Finance & Administration
<b>Campus Job Classification / Title</b>	CBO, Libraries, Museum, & ECDS
<b>Campus Job Code</b>	AB150
<b>Campus Pay Grade</b>	240
<b>FTE [Percentage of Time]</b>	1.0 (40 hours)
<b>Type of Appointment</b>	Ongoing
<b>FLSA Status</b>	Exempt
<b>Name of Direct Supervisor</b>	Valeda Dent
<b>Supervisor's Library Job Title [Functional]</b>	Vice Provost
<b>Supervisor's Campus Job Classification</b>	Librarian / Faculty-Equivalent

**University Job Summary Statement**

Reporting directly to the Vice Provost for the Libraries and Museum, the Chief Business Officer provides strategic vision, financial leadership, and operational stewardship for Emory University Libraries (EUL), Michael C. Carlos Museum, and Center for Digital Scholarship (ECDS). The position oversees Administrative Services, including Finance, Human Resources, and Facilities Services and plays a critical role in advancing the academic, research and cultural mission of the Emory Libraries, Museum and ECDS. The CBO is an active member of the Operations and Management Team (OMT), the Libraries Cabinet, and the Library Service Center Management Team and serves as a key partner within the Vice Provost for Libraries, Museum, and ECDS senior leadership team. The leadership role has responsibility for a \$42 million budget for EUL and \$3 million budget for Museum an organization of 400+/- staff, and five facilities on the Atlanta campus and the Briarcliff property. Directly supervises a cross-divisional staff of approximately 10 employees, with an emphasis on developing and mentoring. Works under the direction of the Senior Vice Provost for Academic Financial Operations and the Senior VP/University Chief Financial Officer.

Works closely with the VP, museum director, and OMT members, the CBO leads the development of operating budgets and facilitates the annual budget review process to allocate resources needed to support library, Museum, and ECDS operations and strategic objectives. Provides financial management information and analysis to library, museum, and ECDS administrative teams to support short-term and long-term decision-making. Serves as a trusted advisor on financial strategy regarding financial trends, risks and opportunities, and interprets the impact on decisions. In collaboration with the HR Director, ensures efficiency and effectiveness in the major HR components of the division including recruitment, compensation, employee relations, and staff compliance with university policies and procedures. Monitors equity and builds compensation strategies and ensures compliance with all university policies, federal and state laws and regulations.

Oversees facilities management of all library and museum buildings, monitors and facilitates all maintenance for day-to-day operations and renovation projects for master planning. Assists in the development and monitoring of capital projects for library, museum, and ECDS. Manages capital infrastructure and ensures fiscally prudent operations are in place for the successful renewal cycle of applications, furniture, and

equipment. Modernizes and elevates reporting, tracking, and analytical library processes, specifically by using business intelligence, data visualization tools and techniques, and readily accessible dashboards.

Acts as campus liaison, as needed, with Advancement, Sponsored Programs and Business & Administration. Attends all relevant meetings as the library and museum representative and informs and prepares library, museum, and ECDS administration of all related financial needs and implications. Takes a leadership role in the development of financial dashboards and reports, grant reviews, budget presentations, and proposals for library, museum, and ECDS. Serves in a principal role associated with vendor relationships and contract management. Ensures staff compliance with university policies and procedures, as well as laws and regulations. Performs related responsibilities as required.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

**University Minimum Required Qualifications**

A bachelor's degree in accounting, finance, business administration or a related field and 10 years of financial administration, business operations or related experience. Experience using innovation and advanced technologies to track, manage, analyze, and present budgets, financial outlook, and financial models to diverse audiences. A master's degree is preferred.

**Preferred qualifications**

- Demonstrated leadership in strategic planning, strategic thinking leadership, human resources, space management, fiscal policy formation, management of resource allocation processes, working with board committees and/or developing and mentoring staff.
- Proficiency using spreadsheets and other financial software.
- An understanding of finance and budgeting within research universities and higher education.
- Change management, innovation and strong communication skills.
- Knowledge of and experience with outcomes and assessment of library/museum (or similar) services in relation to budget.

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<i>EL-HR Review</i>	<i>Krystal S. Rambus</i>
<i>DATE</i>	<i>May 2026</i>