

LIBRARY OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

This is a professional position responsible for the management of daily operations at the Public Library. The incumbent in this position oversees financial, personnel, payroll, maintenance and informational technology operations. The position directly supervises a Budget Analyst, Maintenance Supervisor, Library Systems Administrator, and an Administrative Assistant. Position reports to the Library Director and assumes Director's duties in the absence of the Library Director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Improves financial, personnel, payroll, maintenance and informational technology operation efficiencies. Develops policies and procedures and implements same. Interviews, recommends, trains, and evaluates staff. Engages in long and short term planning and goal setting with the Director and top administrators. Prepares the library's annual budget using input from division heads, and tax revenue information. Prepares specifications for major equipment purchases. Chairs regular library meetings, and serves on or chairs other library committees. Involved in building construction planning. May represent the Library Director in meetings with architect and contractor.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of financial, personnel, payroll, and maintenance operations.
Considerable knowledge of governmental and library operations, principles, philosophy of service, procedures and technology,
Considerable knowledge of automation/computer systems and circulation systems.
Considerable knowledge of governmental accounting principles and methods.
Ability to communicate effectively, both orally and in writing.
Ability to maintain effective working relationships with subordinates, colleagues, public officials and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in business, finance, office management, public administration or related discipline and progressively responsible professional library or government experience, including supervisory or administrative experience; or any equivalent combination of training and experience.