

LIBRARY BUSINESS OPERATIONS MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible managerial, professional, and administrative work dealing with the full spectrum of business and administrative operations at the Madison Public Library. Work incorporates comprehensive responsibility for the Library collections, including acquisitions and cataloging; negotiation and oversight of the Library's contract with the South Central Library System; and preparation and oversight of the Library's operating budget. Work involves considerable discretion and judgment in a wide variety of assigned administrative and program areas. Under the general direction of the Library Director, the employee plays a key role in the overall management of the Library.

Examples of Duties and Responsibilities:

Direct the staff, programs, and services of the Library Technical Services Section, functions including acquisitions, cataloging, ordering, receiving, invoicing and physical processing of library books, media and digital content and other materials for Madison Public Library, and database maintenance for the LINKcat online catalog for Madison and the 41 libraries in the South Central Library System (SCLS).

Assign and monitor the work of employees. Identify and recommend operating changes to improve the effectiveness and coordination of related functions and operations. Meet with staff relative to the resolution of operational issues. Develop and maintain a system of employee involvement and feedback. Participate in and/or oversee the hiring, training, evaluation and discipline of assigned professional and technical staff.

Represent the Director in negotiating and overseeing the annual South Central Library System Statutory Resource Library contracts. Serve as the Madison Public Library representative at key SCLS administrative and decision-making groups -- the Administrative Council and the Integrated Library System Committee.

Implement, manage, and oversee the new Library collection acquisitions system as part of the South Central Library System migration to KOHA, the new online integrated library system (ILS). Develop and provide training for Library staff on the new system. Coordinate implementation and staff training for the major changes to the City's financial reporting system as a result of the migration to MUNIS ERP.

In conjunction with the Library Director, develop and prepare the Library operating budget. Administer budget expenditures and recommend budgetary actions as necessary.

Oversee and direct purchasing and financial oversight of all book, media, and digital content accounts for Madison Public Library, and direct the activity and professional development of those Madison Public librarians who are assigned specific collection categories, in order to maintain and improve one of the largest library collections of print and digital materials in the state.

Create, maintain, and submit annual data and performance measure reports, including: The *WI Dept. of Public Instruction Public Library Annual Report*; the annual *Library Journal Report*; the *Public Library Association Annual Report*; City of Madison *GASB report*; and for tracking and regularly reporting final year-end performance measures for all of *MPL's Madison Measures*.

Provide high level expertise and direction as a key member of the Library Management Team. Participate in and/or lead special and ongoing projects and program activities as directed by the Library Director.

Provide leadership in strategic short and long term library planning, including collecting data necessary for this process.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the theories, principles, and practices of administration and program operation of public libraries. Thorough knowledge of public administration principles and practices. Thorough knowledge of library science theories, principles, practices and terminology. Thorough knowledge of automated and manual library systems. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgetary principles and procedures. Ability to identify program needs and goals and direct development of plans to achieve them. Ability to plan, direct and coordinate the work of subordinate staff. Ability to hire, train, supervise and evaluate staff. Ability to maintain effective working relationships with co-workers, subordinates, other City employees, and the public. Ability to use, understand, evaluate, and train employees on complex software. Ability to communicate effectively both orally and in writing, and to make presentations to groups. Ability to formulate and defend recommendations and alternatives. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of directly related professional experience in the comprehensive planning, management and administration of library services and staff. Such experience would normally be gained after graduation from an accredited library school with a Master's Degree in Library or Information Science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Comp. Group	Range
Library	18	14

Approved: _____
Brad Wirtz
Human Resources Director
Date