

LIBRARY ADMINISTRATIVE SERVICES MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible administrative, professional and managerial work in supporting and facilitating the overall mission and goals of the Madison Public Library. This leadership position participates in library planning and evaluation with the Library Management Team. The position is responsible for collaboratively developing facilities and directing the programs and staff involved in improving and maintaining MPL facilities in order to meet the library's customer service goals. This position will direct business office programs and staff, and will provide diverse project management and research and analytical reports and will assist the Director in preparing and managing the library operating and capital budgets. Under the general supervision of the Director, work is performed with considerable independence.

Examples of Duties and Responsibilities:

Participate in overall library planning and evaluation. Work with senior staff in the development of policies and plans for improved library service, and the implementation and interpretation of those policies and plans.

Direct facilities management, programs and staff including collaborative planning for facilities development and improvements, oversight of buildings and grounds; oversight of building systems, e.g., security, theft detection, phone systems; equipment; service and vendor contracts, and disaster planning. Direct maintenance staff and programs, and work with City of Madison contacts and outside contractors in the maintenance, repair and improvement of library facilities and equipment. Plan for and oversee the implementation of technology improvements in a highly complex consortial environment.

Assist the Director in the preparation and oversight of the annual operating and capital budgets. Oversee business office operations including payroll, supplies, accounting, record keeping, purchasing specs, and personnel records and changes.

Supervise maintenance and janitorial staff, business office personnel and library technology specialist.

Work with senior staff to plan and coordinate efforts to evaluate and improve the effectiveness of Library operations and activities. Manage and oversee special projects. Complete required annual and grant project reports. Conduct related analytical studies, research, and data analysis.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of relevant public administration, management and business practices and procedures. Working knowledge of related financial and accounting practices and procedures (e.g., relevant to the preparation and management of public service budgets and related reporting). Working knowledge of facilities management and related practices. Working knowledge of the application of management and automated accounting systems in meeting business needs. Working knowledge of related software (i.e., Windows based spreadsheet and word processing software). Strong customer service orientation. Ability to communicate effectively both orally and in writing. Ability to work effectively with senior library staff and with professional and support staff to carry out projects. Ability to coordinate the administration of diverse work units. Ability to maintain adequate attendance.

Training and Experience:

Three years of directly related management experience, incorporating substantive administrative responsibilities (i.e., strategic planning, project management, building/facility management, and budgeting) in a public service environment. Such experience would normally be gained after graduation from a four-year college program in public administration, business administration or related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Library	18	10

Approved: _____
Roger Goodwin
Interim Human Resources Director

_____ Date