



**DATE ISSUED:** 01/08  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, Library Administrative Services

### **JOB SUMMARY**

Provides professional and administrative support to the Library's Administrative Office by overseeing the physical facilities by implementing and coordinating with Library staff, directives from Facilities Management involving renovations, building projects, repairs, maintenance and inspections. Performs management planning, training, and reporting in addition to providing support to the Assistant Director and Director of Libraries. Work is performed under self-supervision due to extensive experience and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Libraries

*Supervises:* Administrative Assistant, Library Assistant, and Student Assistants

### **PRIMARY DUTIES - May include, but not limited to the following:**

Implements and coordinates with Library staff, directives from Facilities Management involving remodels, building projects, repairs, maintenance and inspections.

Coordinates projects with Library Program Areas, users, and contractors; manages projects, start to finish.

Prepares RTP's, purchased orders.

Creates request for proposals, accounting (monitoring M/O and Capital expenditures), contracts maintenance agreements; supervision of accounting, including payment of invoices, statement of accounts, vendor files, etc.

Serves as integral member of the Library Management team on long range Strategic Planning.

Reports on projects, remodels, facilities problems, staff concerns about facilities.

Conducts monthly reports & annual reports.

Coordinates the movement of staff offices (due to remodels), user furniture needs, library shelving; inventory control and surplus activities.

*Manager, Library  
Administrative Services  
Date Issued: 01/08  
FLSA: Exempt  
PTO: VCS*

Schedules Library rooms & floors for events.  
Supervises two (2) fulltime employees as well as student assistants.  
Supervises mail service operations.  
Responsible for the up keep & maintenance of the Libraries' vehicle.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Arranges for various catering events in the Library.  
Oversees Library Security issues and responsible for all 36 of the Libraries' security cameras.  
Liaison person for University Police Department, Purchasing, Telecommunications, Central Receiving, HUB Program & Campus Printing.  
Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required.

### **EXPERIENCE**

Five years of accounting and administrative experience; one year of supervisory experience.

### **REQUIREMENTS**

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential**

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.  
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.  
Knowledge of creation and experience with spread sheets.  
Demonstrated interpersonal, organizational, and supervisory skills.  
Ability to work collegially and flexibly.  
Ability to examine, organize, and analyze data.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

*Manager, Library  
Administrative Services  
Date Issued: 01/08  
FLSA: Exempt  
PTO: VCS*

Ability to apply budgetary and fiscal planning techniques within financial constraints.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.  
Ability to communicate effectively -orally, by phone, in person, and in writing.  
Ability to use a personal computer and other office equipment.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Manager, Library  
Administrative Services  
Date Issued: 01/08  
FLSA: Exempt  
PTO: VCS

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***