



## Administrative Manager

**Position Description:** To conduct administrative support services for the Library's public board and director; to oversee select human resources activities; to oversee outside worker engagement and scheduling for facilities maintenance, repair, and improvement work; to perform a wide variety of technical and clerical library work; to assist patrons as needed.

Responsibilities and Expectations:

### **Position-Specific**

#### Administrative Support

- Attends library board meetings and records minutes
- Provides WA State Open Public Meetings Act (OPMA) guidance to board and staff as needed
- Manages archives of approved board meeting minutes and resolutions
- Coordinates and disseminates information packets necessary for all board meetings including, but not limited to, public announcements, agendas, minutes, reports, and attachments
- Provides general administrative support to director including correspondence, reports, resolutions, and more
- Serves as the public records request contact for Library District
- Responds to inquiries and requests for information from board, staff, public, and outside sources
- Assists director and assistant director with updates and oversight of Library's policy and procedure manuals
- Performs other administrative duties as assigned

#### Human Resources

- Oversees policies and procedures for compliance in employment practices
- Researches employment practices and procedures as needed
- Prepares monthly and weekly staff schedules
- Tracks and manages employee annual reviews
- Maintains and updates job descriptions as needed for annual reviews
- Maintains training log of employees
- Manages job recruitment logistics—postings, ads, scheduling interviews, and onboarding new hires
- Fosters effective employee relations
- Maintains system to receive complaints, conflicts, or concerns from staff
- Works with staff to resolve issues, and/or refers to appropriate staff or board
- Manages staff activities such as gift collections, birthdays, kitchen roster, holiday events, etc.

## Facilities Management

- Organizes outside worker engagement and scheduling for daily and major maintenance, repairs, and improvements on library physical facilities and grounds, ensuring that facilities and grounds are adequate, safe, and hospitable for patrons and staff (does not do the work themselves)
- Works with Director to establish priorities for facilities maintenance, repairs and improvements
- Keeps Director and library staff informed of scheduled facilities work
- Assists with bidding and estimates for work as requested by the Director
- Maintains annual and periodic schedules for preventive maintenance of library physical facilities and grounds
- Initiates annual contracts and renewals
- Manages and replaces facility keys
- Oversees janitorial services
- Manages storage, inventory and ordering of general operating and facility-related supplies
- Manages surplus disposition
- Manages Library's community bulletin board and scheduling of display cabinet
- Manages meeting room scheduling and processes applications for meeting room use

## **General:**

### Circulation and Reference

- Maintains general knowledge of circulation system
- Maintains general knowledge of online and print resources

### Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

### Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Director
- Operates all office equipment and performs necessary office procedures utilizing printer/copier, answering machine, phones, and others as appropriate
- Follows all opening and closing procedures
- Performs a variety of duties supporting the overall operation of the library as assigned

### Professionalism

- Maintains general knowledge of library online and print resources, collections, services, and programs.
- Attends workshops, trainings, and conferences as appropriate

- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers
- Adheres to library standards for conduct and work performance as well as the ALA Code of Ethics and the Library Bill of Rights

#### Teamwork

- Works cooperatively and pleasantly with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes positive suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done

#### MINIMUM REQUIREMENTS

- One (1) year administrative support experience
- Human resources experience
- Facilities oversight experience (engaging and scheduling outside workers)
- OR Any combination of education and experience which would provide the required knowledge and skills and allow successful performance of the job
- Use of basic office equipment (e.g. PC, printer/copier, phone, etc.)
- Proficiency in MS Office Suite skills (e.g. Word, Excel)
- Strong interpersonal skills
- Efficient, resourceful, flexible, and self-directed
- Strong in verbal and written communications
- Positive attitude and professional integrity
- Must pass criminal background screening upon hiring

#### PREFERRED REQUIREMENTS

- Prior library experience
- Experience with public boards and taking minutes
- Experience with Open Public Meetings Act
- Experience with records retention and public records requests