

Library Operations Manager Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246503>

Downloaded On: Oct. 5, 2024 1:19am

Posted Oct. 4, 2024, set to expire Feb. 1, 2025

Job Title	Library Operations Manager
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Director/Manager
Academic Field(s)	Library Library
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Job Description

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JOB TITLE

Library Operations Manager

LOCATION

Worcester

DEPARTMENT NAME

Library Services

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Library Operations Manager ensures excellence in library operations, library productivity and organizational effectiveness, to maintain an environment of trust, diversity, and inclusion for all who work in and use the library. They have primary day to day responsibility for the financial efficiency and compliance of the library, negotiating purchases that provide best value to the university and overseeing finances and accounts payable for a budget of approximately \$5 million. They play a lead role in planning, coordinating and implementing all library facilities capital projects. They provide administrative, financial, communication, and operational support for library events and travel support for library staff and recruiting, and are the primary contact for communication and support to university partners who share or use library event and meeting spaces.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We welcome candidates who can support our commitment to belonging, equity, diversity and inclusion.

JOB DESCRIPTION

Responsibilities:

Oversees purchasing, finances, and accounts payable

- Negotiates purchases that provide best value to the university, working closely with vendors to develop positive long-term relationships and to ensure high quality services
- enters, approves and reports all financial records in Workday
- enters all invoices to be paid and attaches any supporting documents
- approves all staff expense reports to ensure work tags are correct, and all receipts are attached
- reconciles P-Card charges in expense reports
- conducts research in budget reports
- resolves shipping and billing problems
- orders, monitors, and maintains inventory of supplies for the Library
- creates budget planning documents and analyses to support library administration's budget planning and requests for both capital and operating budgets

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Acts as lead in the library to plan, support, and carry out building capital projects, design, utilization, and maintenance

- Plans, coordinates and implements building capital projects to enhance the environment for all library users and staff
- Coordinates submission of work orders and follows up as needed to ensure action
- Meets and works with vendors to secure quotes and coordinate performance of supplies and services including furniture, repairs, and upgrades
- Communicates with all custodial and facilities staff regarding building maintenance needs
- Directs student employees to support building projects and maintain the library study and work environment

Organizational development and communications

- Develops and maintains an environment of excellence, trust, diversity and inclusion for students, staff, and faculty within the library, handling information requiring discretion/sensitivity and providing information that requires significant variety and depth of knowledge of office operations and procedures
- Maintains complex administrative records and oversees complex administrative and personnel operations, requiring an in-depth knowledge of procedures and methods and a high level of initiative and discretion
- Supports routine web communications such as library announcements and updating staff directory pages
- Supports communications to library stakeholders and donors, maintaining contact lists and records and supporting newsletters and other communications
- Supports library-wide communications (all-staff meetings, administrative notes and updates, library staff manual)
- Provides welcoming directions and transportation information for library visitors including prospective donors and other campus visitors
- Provides administrative support to the University Librarian for all confidential matters.

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Acts as lead for library event and travel planning and support

- Plans all librarian travel for conferences
- Plans all travel for recruiting
- Plans all library events for staff, students, and faculty which can include venue prep, catering requests, technology set up, breakdown, and cleaning
- Serves as primary contact and manager of library space use for external events; negotiates availability, ensures access, secures technical support

Technology and other operations support

- Coordinating with IT as needed, specifies, purchases, and leases technology equipment based on requirements determined in consultation with other campus offices
- Determines technology installation needs, requirements, locations, expenses, and responsibility for installation
- Maintains records of technology assignments to ensure full use of existing technology resources
- Processes forms dealing with library operations including check requests, work orders, mailing and duplicating requests and travel vouchers

Library, professional, and community engagement

- Participates in providing direct services to library users and customers or providing informed referrals
- Participates in collaborative library programs and activities including outreach events, strategic and annual planning, and collaborations with university community offices and student groups
- Participates in and contributes to WPI committees, initiatives, and goals contributing to WPI and library strategic initiatives
- Engages in and contributes to their profession through continuing learning, service, research, presentations, or professional communications

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Requirements:

- Minimum 4 Year / Bachelors Degree
- Minimum 5 years of experience
- Minimum of two years directly relevant experience
- Experience using an enterprise financial system such as Workday to submit, process, document, and approve a large volume of complex and sometimes unique financial transactions.
- Advanced understanding of and evidence of using effective accounting and purchasing practices.
- Excellent analytical skills, including the ability to identify issues, obtain relevant information, relate and compare data from different sources, and identify alternative solutions.
- Excellent written and oral communication skills including the ability to collaborate with library managers and staff; negotiate effectively with vendors, stakeholders, and service providers to communicate and advocate for the organization's needs; and to escalate issues effectively, appropriately and with positive outcomes.
- Ability to coordinate and administer programs and project activities, including the ability to manage resources, monitor activities, and assess their effectiveness and areas for improvement.
- Research, consultation, listening and information gathering skills to fully understand situations or issues, and to identify and test solutions.
- Curiosity and creativity in reaching decisions or making recommendations to benefit the organization and its mission.
- Advanced proficiency in using core office applications (Word, Excel, Outlook, OneDrive, Powerpoint, Zoom, Teams)
- Experience or willingness to learn to use a variety of web and graphic communication technologies such as Canva, Drupal, WordPress, and Mailchimp.

Preferred skills and experience:

- Five years directly relevant experience managing the finances of a complex organization.
- At least one year of direct experience using Workday to handle a wide range of financial and other institutional transactions.
- Experience with budget planning and making budget projections.
- Ability to create effective charts and infographics to communicate organizational finances and resource use.

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- Interest and experience with planning and coordinating interior building improvement projects (e.g. painting, floor treatments, furniture selection) and/or working with contractors and service providers to obtain building services.

This position pays a minimum of \$55,400 however, WPI considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, and key skills.

Although this is a primarily on-site position, between the hours of 7am and 4pm, some remote work may be possible. Please include a cover letter along with your resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Library-Operations-Manager_R0002920-1

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse

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perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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