

## Library Operations Manager Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=243205>

Downloaded On: Aug. 31, 2024 10:16pm

Posted Aug. 16, 2024, set to expire Dec. 12, 2024

<b>Job Title</b>	Library Operations Manager
<b>Department</b>	
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Aug. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Library Services University Administration
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<b>Job Description</b>	

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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

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

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- 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.

### **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

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### **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

### **Requirements:**

- Minimum 4 Year / Bachelors Degree
- Minimum 5 years of experience

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, some remote work may be possible. Please include a cover letter along with your resume for consideration.

### **FLSA STATUS**

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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](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 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.



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### **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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