

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Office Manager, Library

Department: Library

Appointing Authority: Board of Library Trustees

Affiliation: Wayland Library Staff Association

Grade: L-5

Personnel Board Approved: December 13, 2018

Summary of Duties

This position involves administrative and technical duties requiring a substantial degree of independent action. Major responsibilities include library office management, budget and financial accounting, and administration of personnel records.

Supervision Received

Works under the administrative direction of the Library Director; may receive supervision from the Assistant Director in the absence of the Library Director.

Supervision Exercised

Supervises Custodian

Job Environment

Performs work under typical library conditions with frequent interruptions; work schedule may require evening and weekend work; work environment can be busy and challenging at times; may be subject to abrupt schedule changes.

Has frequent contact with the library patrons, vendors, staff, Town employees, and occasionally area libraries. Contact with the public is to be courteous and may require patience, tact and understanding.

May be required to visit and inspect any portion of the facility.

Errors could result in poor service to patrons who could receive inaccurate information, time loss, confusion and delay, poor public relations, and failure to achieve program objectives.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Library Office Management: In accordance with library policies, priorities and procedures, manages the Library Office on a day to day basis. Establishes office procedures. Confers with other Town departments, vendors, library staff and library patrons to provide information and to resolve problems. Coordinates the use of meeting rooms and exhibit spaces. Authorized to make decisions in response to building emergencies and assigning staff as necessary. Prepares for approval and signature of the Library Director monthly financial and narrative reports, annual reports to the Massachusetts Board of Library Commissioners and other reports as necessary.

Budget and Financial Accounting: Responsible for processing all library purchases, prepares purchase orders, secures price quotations as necessary, processes invoices and returns, etc. Maintains budget database, monitors expenses against budget, prepares reports on expenditures, works closely with the Finance and Procurement Departments to ensure accurate record of library expenditures. Maintains Library fund accounts, including management of grant funds. Responsible for collecting and depositing revenue from fines and fees. Assists in budget preparation and other accounting functions. May manage office functions and support to Library Administrators, Library Board, and Friends of the Library.

Personnel: Maintains library staff personnel records. Prepares the bi-weekly payroll and completes new hire and status change paperwork. Maintains vacation, sick and personal time records, etc. Works with Library Director to oversee all aspects of building and equipment maintenance and repair, on planning, financing, and overseeing building improvement projects. Other: Provides public desk assistance as assigned. Performs clerical and secretarial functions as required.

Performs other duties as required.

Recommended Minimum Qualifications

Education:

A Bachelor's degree from a recognized college or university and three years of progressively responsible office administration experience is required.

Experience:

Minimum of three years library or other related experience.

Supervisory experience.

Knowledge, Ability and Skills:

Knowledge of office management and record-keeping;

Knowledge of modern techniques and methods in the operation of a public library;

Skill in meeting and dealing tactfully and effectively with the public;

Ability to establish and maintain effective work relationships with Town officials and staff and employees;

Ability to work with computer systems as related to libraries and finance;

Ability to read, write, and interpret technical reports;

Knowledge of established library administration policies and protocols;

Ability to maintain information in confidence;

Ability to work in office setting subject to continuous interruptions;

Ability to work under stress from demanding deadlines and changing priorities and conditions.

Physical Requirements

Occasional light physical effort required to perform duties under typical library conditions. Occasionally required to lift items and equipment weighing up to 30 pounds and to kneel, bend, stoop, crouch and twist. Must have manual dexterity to operate, maintain and repair a variety of computer related equipment. Ability to sit for periods of time, and to talk and listen.

This 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.