



## **LIBRARY ADMINISTRATIVE SERVICES MANAGER**

**824**

**DEPARTMENT:** Williamsburg Regional Library/Finance and General Services/Administrative Services

### **NATURE OF WORK:**

Under the supervision of the Finance and General Services Director, the Library Administrative Services Manager is responsible for overseeing the operations of the library administrative office. This includes overseeing, managing, and supervising the Administrative Services Coordinators, working with the Board of Trustees, Foundation Board, and Friends of Williamsburg Regional Library (WRL), and assisting the Library Director and department heads with projects and operations.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Administers all functions of the administrative office, including planning, hiring, training, scheduling, supervising, and evaluating Administrative Services Coordinators. Evaluates new projects and work assignment requests for the department.

Responsible for coordinating all JCC Human Resource correspondence for the library in regards to personnel records including: job announcements, new hires, terminations, and merit information. Establishes and maintains highly confidential files and records, including personnel records and other library information. Maintains and updates library job descriptions.

Assists the Circulation Services Director with overseeing department scheduling, timesheets and leave records. Organizes and verifies timesheets and leave records. Responsible for coordinating daily desk schedules.

Works closely with the WRL Board of Trustees, WRL Foundation Board, and Friends of WRL and is responsible for the preparation of meeting agendas, informational packets, meeting minutes and correspondence, including updating data on the library's web sites.

Assists library staff and Board of Trustees with the development and distribution of library policies, including updating data on the library's web sites.

Responsible for maintaining assigned Intranet pages for use by all staff members.

Responsible for providing new employee orientation of the library's mission, goals, organizational structure, etc.

Assists with data collection for various reports including the annual State Library report and reviews monthly statistical report.

Performs and/or oversees a variety of special projects, as required, such as researching information regarding policies and procedures, developing new programs and services, etc.

Composes and/or types letters, correspondence, and grant request proposals/reports as needed.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

The job occurs in the library buildings. Duties are performed primarily in an office setting, with occasional walking, light lifting, and other limited physical activities; operation of computer and other office equipment is required. Regular contact is made with employees, various boards, government officials and personnel, and the general public.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles, practices and techniques of library management.

Excellent written and oral communication skills.

Ability to plan, organize and administer a department.

Ability to compile and analyze information, including statistical data, and make recommendations.

Ability to be an active and sensitive listener.

Ability to work under pressure.

Ability to delegate work effectively.

Ability to set own priorities for work to be done, and meet deadlines.

Ability to establish and maintain effective working relationships with employees, department heads, supervisors, board members, government employees and officials, and representatives from the private sector or other municipalities, and the general public.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business management or closely related field and considerable experience in library management; supervisory experience; or any equivalent combination of acceptable education and experience providing the necessary expertise.

**NECESSARY SPECIAL QUALIFICATION:**

Requires the ability to travel among the various library sites.

Date: October 2006

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Library Administration Services Manager Position Number: 824  
Department: Williamsburg Regional Library Division: Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others City Officials and Staff
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓			✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>  | <u>Stairways</u>  | <u>Steps</u>  |
|---|---|---|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓						✓		
<b>Sit</b>				✓				✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			