Title: Manager, Library Administration & Staff Development

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage the activities for recruitment, orientation, and the training for all permanent or student positions in University Libraries.

Characteristic Duties

- Manage the activities for recruitment, orientation and the training for all permanent or student positions in University Libraries.

- Responsible for all personnel and payroll transactions for majority of staff and student positions.

- Assess employee/library staff development and training needs, research curriculum, make recommendations, and implement appropriate programs.

- Assist in the development, implementation and monitoring of personnel policies and procedures in the University Libraries.

- Develop and implement quality assurance systems, competencies, processes and measures; serve as liaison for quality assurance projects.

- Coordinate annual review cycle for merit, reappointment, promotion and continuous appointment for librarians, and performance evaluations for all other staff.

- Serve as liaison for library supervisors and represent the university (internal/external) by serving on various committees regarding planning divisions, implementation, and administration of university libraries’ programs.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be a related field. Experience must be in personnel or staff development. Experience may also require at least one (1) year supervision.

Last updated: April 2004

An affirmative action/equal opportunity institution