



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Manager, Library Administrative Services

### ***JOB SUMMARY***

The position provides professional and administrative support to the Dean of Libraries, Library's Administrative Office, other Library Administrators, and library staff at the Denton, Dallas, and Houston campuses. Responsibilities include assisting with budget management and planning, monitoring of expenditures, oversight of facility maintenance at the Denton Campus, and assisting with completion of personnel documents. Performs detailed work and must have a thorough knowledge of the policies and procedures of Texas Woman's University. Must be able to handle confidential matters. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Dean of Libraries

*Supervises:* Administrative Assistant, Security Guards, and Student Assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Provides administrative support to all campuses of the TWU Libraries.
- Tracks library expenditures, transfers monies, and makes deposits for the libraries.
- Manages operational expenses and purchasing of supplies.
- Creates work orders, purchase orders, and manages maintenance agreements for library equipment, ensuring a current vendor file.
- Responsible for monitoring Library procurement card program.
- Manages student payroll.
- Produces monthly and annual reports.
- Prepares confidential documents.

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- Schedules the Dean's appointments; screens calls and receives visitors.
- Arranges Dean's travel.
- Manages personnel transaction forms and tracks staff leave.
- Maintains copies of all Library employee records.
- Documents and maintains Administration office procedures.
- Hires, supervises, and evaluates the Administrative Assistant and all student assistants in the Administrative Office, and Library evening custodial staff; supervises the work of Library security guards.
- Oversees planning, scheduling of Library space, and catering for special events.
- Reports building maintenance needs and works with facility contractors in coordinating building projects.
- Coordinates space changes, remodels, furnishings, and inventory of Library assets.
- Oversees Library security needs.
- Maintains Denton Library Disaster preparedness plan for emergency management.
- Maintains and oversees the Libraries' vehicle.
- Coordinates with Records Retention Manager for State compliance.

#### **ADDITIONAL DUTIES**

- Mail service.
- Occasional travel.
- Collaborates with Library Administration on contracts.
- Performs other duties as requested.

#### **EDUCATION**

Bachelor's degree required.

#### **EXPERIENCE**

Five years of progressively responsible clerical experience, preferably including experience as a clerical supervisor. Additional job-related education may substitute for the required experience on a year-for-year basis.

#### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university. Work evening and weekend events that are related to supporting the Libraries. Requires local travel.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Knowledge of modern business practices.
- Working knowledge of current accounting principles and procedures.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, administrators, and the public.
- Ability to communicate effectively - orally, by phone, via email, and in writing.
- Ability to use a personal computer and other office equipment, including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The 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.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***