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# WESTERN MICHIGAN UNIVERSITY

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## Job Description

**Job Title:** Dir Library Operational Svcs      **Position Number:** 0290  
**Pay Type:** Salaried/Exempt      **Department Name:** Waldo Library  
**Grade:** 18

### General Summary

Directs the operational, human resources, and financial activities of the University Libraries.

### Major Duties

- Provides direction and leadership for the University Libraries.
- Administers all financial, business and facilities activities of the University Libraries. Develops, analyzes, and implements budget and operating plans.
- Administers the human resource activities for the Libraries, including compliance with contracts, developing and overseeing policies and procedures, and training sessions.
- Oversees the physical plant functions within the Libraries, including both short-term and long-term conditions including stacks and remote storage responsibilities and planning. Oversees remodeling and restoration projects as well as IT installations and upgrades.
- Directs and supervises the Operational Staff, including hiring, training and evaluating.
- Serves as safety officer for the Libraries. Researches, plans, analyzes, and implements policies and procedures for employees and patrons. Coordinates activities and training sessions with Public Safety and other University departments.
- Represents the Libraries and the University, and serves on other institutions' committees.
- Stays abreast of developments, and revises priorities and implements changes as appropriate.

### Minimum Qualifications:

- Master's degree in a relevant field.
- Six years of managerial experience.
- Excellent supervisory experience.
- Excellent organizational, interpersonal, and oral and written communications skills.
- Presentation or teaching experience.
- Proficiency in database and spreadsheet software.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.