Job Classification Specification

Library and Museum Manager 2

Position Summary

This is the second-level in the Library and Museum management series. Responsible for overseeing the operation of one or more library or museum operations and services; or managing a single moderate scale library or museum in college/school. A significant amount of time is spent on strategic planning and management responsibilities.

Supervises three or more library/museum professional staff.

**TYPICAL TASKS** (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Leads, develops, and directs the short-term and long-term unit strategies supporting library and museum objectives, ensuring alignment with University goals and policies.

Initiates and develops new library and museum programs and processes to facilitate academic and educational missions.

Represents the unit on committees and working groups, as well as local, state, and national conferences.

Establishes unit fund-raising goals. Develops and maintains relationship with new or existing donors.

Identifies new grants opportunities and oversees grant application and administration process.

Manages budgets which include allocating resources and monitoring expenses. Forecasts unit expenses and provides input or develops assigned budgets.

Supervises three or more professional library or museum staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, promotion, reward, termination, and disciplinary decisions.
Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/rearranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches.

Required Qualifications

Bachelor’s degree and 8 or more years of related experience to include supervisory experience. Or Master’s degree in related field and 6 or more years of experience to include supervisory experiences.

Effective 1/2/14