

Operations Manager

FLSA Status: Exempt

Summary

Under direction of the Executive Director, supports administration for the Peninsula Library System and other contractual agencies through a wide variety of administrative, supervisory and support duties.

Organizational Impact:

- Directly supports PLS administration
- Interacts frequently with governing board members and other stakeholders
- Monitors grant compliance and deadlines to ensure ongoing revenue
- Prepares for agency meetings, trainings and events
- Oversees Human Resources

Essential Duties and Responsibilities:

- Manages Human Resources hiring and separating processes, payroll including pension and deferred compensation, worker's compensation claims and health care enrollment, separation and modification.
- Oversees California Library Services Act (CLSA) reporting including operations of Administrative Councils, System Advisory Boards, Annual Reports and Plans of Service in keeping with established statewide regulations, policies and timelines.
- Prepares and distributes governing board agendas, administrative reports and public meeting notices as required by local or state regulations.
- Oversees LSTA and Federal grant reimbursements, requests from member libraries and the State Library. Assists with administering grants, preparing reports and coordinate meeting logistics and program accomplishments.
- Supervises workshop coordination including local logistics, scheduling, catering, setup, promotion, registration, and other components as needed; communicate workshop coordinates with onsite presenters or other staff.

Other Job Duties:

- Supervises office staff team, including selection, training and discipline.
- Develops and implements section goals and objectives; establishes schedules and methods for accomplishing section workload; implements policies and procedures.

- Provides support to library committees such as listserv updates, roster updates, committee contacts, workshops and special projects.
- Communicates library updates and news with PLS staff and library staff as warranted; maintains lists of PLS and library staff as needed.
- Develops, updates, or otherwise maintains complete procedures for all administrative operations; updates, trains and cross-trains appropriate staff on changes in operations as they occur.
- Supervises contract administration.
- Oversees training of appropriate staff on operation and maintenance of office applications and/or equipment required for administrative functions.
- Organizes and maintains organizational records in keeping with current best practices, and local, state, and federal requirements for record retention.
- Handles special projects for member libraries and systems.
- Assists IT staff in the development and maintenance of automated information systems, including hardware and software.
- Provides backup support for building and tenant issues in the absence of the facilities manager.
- Conducts studies, compiles, and analyzes information and prepares oral and written reports on findings.
- Provides direct support to the executive and assistant director for special projects and assignments.
- Provides backup support for the Delivery and Accounting departments.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).

	Required	Preferred
Education	Associate degree in Business or related	
Experience	4+ years of increasingly responsible clerical experience including two years of supervisory experience	Library experience Accounting experience
Knowledge	<p>Principles and practices of supervision, training and personnel management</p> <p>Ability to perform job with minimal or no supervision</p> <p>Pertinent Federal, state, and local public reporting and grant compliance laws, codes, and regulations</p> <p>English usage, spelling, grammar, and punctuation; basic mathematical principles; alphabetical and numeric filing methods</p> <p>Modern office procedures, methods and computer equipment and software, PC productivity applications such as word processing, spreadsheets, presentation software, and databases</p>	<p>Principles and procedures of record keeping and reporting</p> <p>Principles, practices and procedures of the PLS Administrative Office</p>
Skills and Abilities	<p>Perform administrative and supervisory work involving the use of independent judgment and personal initiative, making sound decisions based on research and analysis</p> <p>Supervise, train and evaluate assigned staff</p> <p>Excellent organizational, interpersonal and communication skills including customer service techniques, practices, and principles</p> <p>Understand and follow verbal and written directions as well as maintain cooperative working relationships</p> <p>Excellent organization and time management skills with the ability to meet deadlines</p> <p>Collect, compile and analyze information and data, then integrate into well-designed and written reports</p>	

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.