Director, Administrative Services

Job Code 50013488

General Description
Responsible for providing leadership, direction, and development for all administrative services of the Alkek Library, including business management, facilities maintenance/projects, building security and human resources.

Example of Duties
Oversee the management and strategic planning for Administrative services.
Direct the financial management of all library budgets.
Coordinate hiring of all library staff and student workers.
Organize maintenance and improvement projects,
Counsel with staff on personnel matters and human resources policies.
Prepare and submit statistical and narrative reports.
Provide administrative support for the career ladder process.
Coordinate staff development initiatives for the library.
Monitor the annual appraisal process for all library staff.
Serve as Primary Point of Contact for library in absence of Assistant Vice President.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: University organizational structure; the field of academic librarianship; University personnel, accounting, and purchasing policies; computer software and databases.

Skill in: hiring and supervising staff; coordinating office development and communication; maintaining work effectiveness.

Ability to: plan, implement and monitor budget items; work under pressure; coordinate workflow; apply and evaluate strategic planning for facilities projects.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17