

ASSISTANT DIRECTOR - LIBRARY OPERATIONS

ASSOCIATE DIRECTOR

Recruitment #1507-5190-001

List Type Exempt

Requesting Department LIBRARY

Open Date 7/31/2015

Filing Deadline 8/14/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Library Director.

The Milwaukee Public Library is looking for a proven professional to lead its Operations Division and to help the Library achieve its strategic goals. This new Assistant Director position will work closely with the Library Director and the Library's Executive Team to meet the Mission of the Library to help people read, learn, and connect and to achieve its Vision of being an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.

PURPOSE

To oversee all aspects of the Operations Division of the library, providing leadership and oversight in the areas of Finance (accounting, budgeting and purchasing), Facilities and Fleet (construction, maintenance, custodial services and transportation), Security (equipment and personnel), Human Resources (organizational development and volunteer management), and Administrative Support.

ESSENTIAL FUNCTIONS

- Develop and manage annual operating, capital improvement, and grant budgets (CDBG, MPL Foundation, LSTA, IMLS and other) to support library strategic plan and specific objectives established by the Library Board and Director.
- Manage the Library's Trust and Gift Fund and Foundation funds, working with contracted investment manager. Produce and maintain regular and ad hoc report for Library Board and Library Director.
- Develop legal documents in conjunction with the City Attorney, including Requests for Proposal, Bids and contracts for library construction and service agreements, ensuring all city requirements are included and monitored. Consult with the Equal Opportunity Enterprise Program representations with primary responsibility for ensuring EBE participation in library contracts.
- Responsible for risk management program including insurance review, evaluation and claims.
- Maintain long-term maintenance plan for all current and future buildings to keep them in good repair and sound working order for the comfort and safety of staff and visitors. Prepares information for annual hearings before the Capital Improvements Committee.
- Work with the Branch Redevelopment Team, including the Facilities Construction Project Manager, supporting the development of RFPs, Contracts, Development Agreements, condominium, and other agreements. Maintains permanent and legal records, including building plans.
- Serve or contract for owner's representative on all construction projects, participating in design, bidding, contracting, and construction phases.

Assistant Director – Library Operations (Milwaukee Public Library)

- Serve as Americans with Disabilities (ADA) Coordinator for facilities.
- Develop short and long term plans to meet objectives.
- Seek improvements in practices and policies to streamline operations and achieve cost savings.
- Lead, track and monitor progress on system-wide initiatives.
- Coordinate planning and implementation of revenue generating services to the public, business and institutions, including cost benefit analysis, pricing and contract administration.
- Provide direction, support, and oversight to direct reports including the General Accounting Manager, Facilities and Fleet Manager, Security Manager, Human Resources Manager and Administrative Services Manager.
- Assume responsibility of the library in the absence of the Library Director, Deputy Director, and Assistant Director – Technical Services.
- Represent the Library in the community and maintain relationships.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Business Administration or related field from an accredited college or university.
- Five years of management experience heading a major division of an organization including experience developing request for proposals, bid documents and contracts, budgeting and property management, including capital projects.
- Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration, Public Administration or related field.
- Experience working in a municipal environment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Strong oral and written communications skills.
- Strong customer orientation.
- Knowledge of fiscal management practices and procedures.
- Knowledge of contract law.
- Knowledge of human resources practices and employment law.
- Knowledge of office automation applications and trends.
- Ability to coordinate the administration of large work units.
- Ability to work well with colleagues at all levels of the organization.
- Ability to proficiently use Microsoft Office (i.e., Word, PowerPoint, Excel, etc.).
- Flexible, creative problem solver with a team approach.
- Demonstrated commitment to and advocate for the library.

Assistant Director – Library Operations (Milwaukee Public Library)

CURRENT SALARY

The current starting salary (PG 1HX) for City of Milwaukee residents is \$70,827 annually. The non-resident starting salary is \$69,090 annually. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Public Library reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

ADDITIONAL INFORMATION

Interested individuals should e-mail their cover letter, resume, and three references to Paula Kiely at pkiely@milwaukee.gov. The deadline to apply for this position is **August 14, 2015**.