Operational Manager

Department: LITS: Stuart A. Rose Manuscript, Archives, and Rare Book Library, Rose Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

Job Description

Reporting to the Director of Rose Library, the Operational Manager provides office management and operational oversight for the Stuart A. Rose Manuscript, Archives and Rare Book Library. Oversees library operations, security and space management, ensuring that office activities comply with University and Library policies and procedures. Prepares or assists in the preparation of budgets and status reports, tracking expenditures. Oversees department’s processing of invoices and ensures timely payment and accurate reporting on the status of invoices and delivery of services provided by vendors. The Operational Manager coordinates event management with the Rose Library outreach staff, for public and private events, and with the Libraries’ Campus and Community Relations Team. Assists in developing and managing print and digital communications for Rose Library collections, services and programs. Maintains calendar, prepares daily schedule and prioritizes meeting requests for manager(s). Works closely with manager to ensure appropriate preparation for daily activities, anticipating meetings and preparatory materials. Coordinates, attends, prepares materials and catering for meetings and special events. Reviews incoming correspondence and identifies items of special interest to manager or others. Screens items that can be routinely handled and prepares appropriate responses. Based on a knowledge of the manager's views, composes, edits and types routine correspondence, under minimal guidance. Sets up and organizes filing systems and ensures that appropriate staff have access critical departmental documentation. Answers, screens and routes incoming telephone calls. May supervise or direct the work of administrative clerical/secretarial employees and student assistants. Oversees ordering and maintenance of office supplies and forms. May coordinate domestic or foreign travel arrangements. Performs related responsibilities as required. Above all, brings a positive outlook and “can do it” nature to support the work of the Rose Library’s talented team of archivists, curators, catalogers, and staff.

University Job Summary

With minimal supervision, provides administrative support for a Chair or Assistant Dean of an academic or basic research unit or for an Assistant Vice President or Assistant Vice Provost (and above). Oversees office operations and ensures office activities comply with policies and procedures. Prepares or assists in the preparation of budgets, grant applications, proposals, status reports and financial statements. Develops and maintains spreadsheets. Initiates, processes and maintains records and invoices. Keeps manager informed of account status, authorizes expenditures and
identifies cost effective alternatives. Maintains calendar, prepares daily schedule and prioritizes meeting requests for manager(s). Ensures manager is appropriately prepared for daily activities. Coordinates, attends, prepares materials for and/or takes minutes at meetings and special events. Prepares charts and graphs for reports and presentations. Reviews incoming correspondence and identifies items of special interest to manager or others. Screens items that can be routinely handled and prepares appropriate responses. Based on a knowledge of the manager's views, composes, edits and types correspondence, reports and manuscripts under minimal guidance. May take dictation or transcribe from a machine. Maintains various databases and/or spreadsheets. Sets up and organizes filing systems. Answers, screens and routes incoming telephone calls. May supervise or direct the work of other administrative clerical/secretarial employees. Oversees ordering and maintenance of office supplies and forms. May coordinate domestic or foreign travel arrangements. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

**University Minimum Required Qualifications**

A high school diploma or equivalent and six years of secretarial or administrative support experience, OR a bachelor's degree and one year of administrative support experience. Proficient with word processing, spreadsheet, and presentation software applications.

**Library Required Qualifications**

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
**Application Procedures**

Interested candidates should review the applications requirements and apply online at

[https://staff-emory.icims.com/jobs/29990/operational-manager/job](https://staff-emory.icims.com/jobs/29990/operational-manager/job)

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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