

JOB DESCRIPTION:	Program Manager – Library Operations/Special Events		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	532000	DATE APPROVED:	11-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Manages administrative daily operations of the Miller Library, coordinates Library public programs and special events, and participates in providing Reference and Information Services to library patrons.

DUTIES:

1. Serves as manager for daily operations of the Miller Library's Administrative Office that anchors the three Library program units (Public Services, Technical Services, and Administrative Services).
2. Schedules and facilitates activities for Miller Library public programs that include educational, cultural, legislative, and other special events for university and community audiences.
3. Assists in Miller Library's participation in student and faculty orientations, career fairs, recruitment events, community outreach activities and similar events at Silver City and Extended University sites.
4. Monitors Miller Library budgets and oversees purchases and expenses in accordance to WNMU purchasing department guidelines and practices. Prepares, processes, and monitors budget records, and invoices. Reviews financial reports and updates.
5. Maintains an inventory of office supplies and equipment for the Miller Library and reorders items as necessary. Oversees departmental travel in accordance with state and university guidelines. Schedules staff meetings and individual appointments for University Librarian.
6. Regularly participate in Reference Desk shifts by providing general and specialized reference assistance to library patrons. This assistance is done in-person, by telephone, and via virtual means such as chat, emails, or texting.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED required with 4 years of experience in administrative, operational, or secretarial work in an executive setting required. Associates degree preferred. Expertise in all Microsoft Office Suite including Word, Excel, Access, Power Point, and Outlook. Completion of a post high school program in Office Management or closely related area may substitute for 1 year of the required experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles, practices, techniques, concepts, and standards of academic libraries preferred. Knowledge of the mission, goals, and objectives of the Miller Library. Knowledge of the functions and responsibilities of various university departments located on main campus. Knowledge of integrated library management systems. Skill in working in an environment subject to frequent interruptions, changing priorities, and exposure to infectious and contagious diseases. Must be knowledgeable of university policies and

procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)