

JOB DESCRIPTION

Job Title: Administrative Operations Manager

FLSA Status: Exempt

**Salary Grade
and Salary
Range:**

Grade 109 Hiring Range:
\$86,618.49 - \$106,107.65

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Administrative Operations Manager sits on the Executive Leadership team and performs high-level project management across multiple departments, process and workflow development and implementation, Board Support, and day-to-day operational leadership for District-wide initiatives. This individual leads and coordinates the operational areas of Facilities, Technical Services, Communications, and Executive support. With a strong focus on strategy and project leadership, the Administrative Operations Manager plans, executes, and monitors cross-functional initiatives, driving organizational effectiveness and continuous improvement.

Essential Functions

1. Supervision

- Oversees administrative operations, ensuring consistency, efficiency, and alignment with organizational goals.
- Provides direct supervision to the Communications Supervisor, Maintenance Technicians, Collections Librarian, and the Executive Assistant.
- Communicates policies and procedures and helps make decisions to establish, monitor, and enforce practices and procedures.
- Provides daily guidance to staff ensuring the daily operations runs smoothly and staff are effectively supported in their roles.
- Holds regular department staff meetings, as well as addressing concerns in a timely manner.
- Interviews and selects candidates, observes and documents performance, as well as performance evaluation.
- Fosters collaboration and communicates effectively within the department and across the organization, to ensure robust support for all Clearview Library District employees and patrons.

2. Project & Program Management

- Lead planning, execution, and evaluation of major organizational projects and initiatives.
- Manages logistics for high-priority initiatives and will serve as trusted liaison, ensuring deadlines are met and relationships proactively managed.
- Coordinates with the Executive Assistant in scheduling meetings, filing documents, and preparing materials as requested by the Library Director.
- Administrative liaison to the Library Board, acting as secretary for board meetings and maintaining accurate meeting minutes and records.
- Facilitate cross-functional collaboration and foster a flexible, service-oriented organizational culture.
- Participates in and contributes to special projects as directed by the director.
- Works closely with the technical services team to ensure effective processes, and departmental structure alignment with organizational priorities..
- Works closely with the communications team to guide strategic priorities and support delivery of projects.

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- Coordinates with the facilities team a schedule for repairs, replacement and preventative maintenance.
- Suggests improvements and advises on long-term capital projects.
- Develops budget for maintenance, repair and the cleaning of library district buildings.
- Maintains accurate records and logs, orders supplies, parts, and materials.
- Fosters collaboration and communicates effectively within the department and across the organization, to ensure robust support for all Clearview Library District employees and patrons.

3. Visioning, Leadership, and Capital Project Management

- Coordinate cross-departmental activities and ensure alignment with strategic goals.
- Participates and contributes to the Executive Leadership Team.
- Assists with strategic planning and long-range facilities planning.
- Models exceptional customer service and professionalism in all interactions.
- Collaborate with architects, contractors, and library leadership to ensure capital projects are scalable, sustainable, and community-focused.

4. Purchasing & Records Retention

- Working closely with the Executive Assistant, to manage the purchasing, distribution, maintenance, and repair of library supplies and equipment.
- Develops processes and procedures that ensure the efficient and cost-effective acquisition and distribution of supplies and equipment.
- Works closely with the Executive Assistant overseeing the management of files as outlined in the library district's Record Retention Policy.
- Assists in Responding to Colorado Open Records Act (CORA) requests for library communications and records.

5. Budget & Resource Management

- Monitor expenditures and ensure responsible use of public funds.
- Identify efficiencies and cost-saving opportunities.
- Develop and monitor budgets related to facilities, administrative functions, and assigned departments.
- Works closely with the Finance Manager and Director to develop and maintain a capital replacement schedule and budget.

6. Other duties as assigned

Incumbents will be required to work evenings and weekends, be on call, and travel to external events.

Autonomy

The results of work are defined. This position determines how to accomplish tasks. The manager provides overall direction.

Supervisory Responsibility

Full supervision of Communications Supervisor, Maintenance Technicians, Executive Assistant, and Collection Development Librarian II.

Education and Experience Required

- Bachelor's Degree and three (3) years of experience in essential duties, with heavy emphasis on project management and process development.
- Requires five (5) years experience working for a library district, preferably a public library.
- Two years (2) of supervisory experience, preferred.

Knowledge, Skills, and Abilities

- Maintains current knowledge of office practices and technology; exhibits a willingness to learn other applications as needed.
- Strong organizational, problem-solving, and decision-making skills.
- Strong knowledge of Technical Services in a public library setting.
- Maintains flexibility in managing tasks, schedules, and responsibilities to effectively support evolving team and organizational needs.
- Strong knowledge of facility needs and operations.
- Strong knowledge of communications and marketing in a library setting.
- Knowledge of basic accounting including budgeting and purchasing.
- Well versed in software products to compile data, write reports, and correspond with others.
- Excellent organizational skills with a high degree of attention to detail.

Work Environment

Position may require being up and moving around the Library and at times stationary at work station. The job requires stooping, bending, squatting, stretching. Occasional lifting up to 25 pounds may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Created: May 6, 2026.