STAFF VACANCY ANNOUNCEMENT

Program Manager

Department: Library
Position: Full-time, 12 month position with complete benefit package
Wage: $18.00 per hour
Union Affiliation: MFPE
Posting Date: May 2021

Description
This position manages resources of the library program by managing daily operations, including scheduling, enforcing policies, and oversight of human and financial resources. The position is accountable for furthering the initiatives specified in the strategic plan. Supervises other personnel.

Duties
Work is performed under supervision of the Library Director.

- Assumes responsibility for the staffing and operations of the circulation desk
- Provides quality assistance to library patrons and trains student employees to provide the same
- Provides responsible stewardship of the print and electronic collections
- Ensures the operability of library equipment and resources, including maintaining certifications for numerous technologies and working closely with campus IT staff and third-party vendor IT staff
- Works toward meeting applicable indicators specified in the Library Strategic Plan
- Conducts daily procedures pertaining to the operating budget
- Maintains a library policies and procedures manual
- Contributes to the development and delivery of Information Literacy efforts
- Engages in frequent continuing education, primarily in regard to safety/emergencies and to emerging technologies and best practices in undergraduate research

Required Qualifications
- A Higher Education degree
- Experience providing excellent customer service skills
- Thorough knowledge of Microsoft Office products
- Experience working in the areas of human resources and financial resources
- The ability to quickly master various established and emerging technologies
- The ability to troubleshoot technological glitches
- Behavior management skills
Preferred Qualifications

- Previous experience working in Higher Education
- Previous experience working in a library, including experience with database navigation and with using a library management system
- Previous experience with the daily management of an operating budget
- Previous experience creating and managing employee schedules and employee training
- Previous experience contributing to the creation of short-term and long-term goals supporting a strategic plan

Application

To be considered for this position, please submit a cover letter addressing the job qualifications listed above, the reason(s) you are interested in this position, a resume and contact information for three professional references to:

Patti Lake
Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
Patricia.lake@umwestern.edu

For questions or additional information about this position, please contact Anne Kish @ anne.kish@umwestern.edu or call (406) 683-7494. Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.