

Job Title	Office Manager Special Projects Coordinator
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work	
<p>The Special Projects Coordinator plays a pivotal role in supporting the library's mission by coordinating and managing a variety of special projects and initiatives. This position serves as a liaison between the library director and staff, overseeing internal communications, professional development efforts, and Board relationships. Under the direction of the Administrative Services Manager and the Library Director, this position provides administrative support to the Library Director, Library Board and to the Library's administrative team members including acting as the primary contact and facilitator for library support groups like the Friends of the Waukesha Public Library, the Library Public Art Committee, and the Library Board, (Department Managers and Supervisor according to the policies set forth in the Library Board and in alignment with the organizational vision, mission, service values, and goals. using knowledge of library policies, procedures and practices. The Special Projects Coordinator manages staffing functions including, but not limited to, staff scheduling, confidential human resources consultation with employees and managers, staff training, recruiting, volunteer coordination, and hiring, disciplinary, and termination procedural tasks under authority of the Library Director. Administrative Services Manager.</p>	
Supervision	
Received	Library Director Administrative Services Manager
Exercised	None

<p>Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. The Library expects that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our customers.</p>
<ul style="list-style-type: none"> Serves as the primary source point coordinator and staff liaison for Library employees, the Library Board of Trustees, and members of the Friends of the Waukesha Public

~~Library., citizens and patrons; answers inquiries regarding policies and procedures; provides information; responds to technical inquiries.~~

- Primary facilitator and staff liaison for the Public Art Committee.
- Primary contact for donation inquiries and maintains ~~Donor Snap~~ and the donor database. Works with the Library Director to develop and implement regular fundraising appeals.
- Leads fundraising efforts, including the Board's involvement in fundraising, cultivating and soliciting donors, and supervising implementation of fundraising Board approved plans and policies.
- Builds positive, sustainable relationships with partner organizations, policymakers, the community, the media (both traditional and social), and others.
- Assists the Director in establishing Library goals and priorities and coordinates and supports the strategic planning process, ensuring project progress is communicated with stakeholders (Board, employees, Friends, etc). .
- Formulates policies and procedures for Library Board consideration or approval.
- Meets with members of the Library management staff to coordinate ~~activities and exchange information.~~ shared projects and exchange information and attend library management team meetings. Plays a key role in staff training and professional development. Develops training initiatives that address staff needs and support strategic goals of the library by identifying training needs, designing and implementing training programs, and tracking training and development progress.
- Makes recommendations on hiring applicants and serves on interview panels.
- Prepares and maintains files, records and reports as required.
- Works with the Administrative Services Manager to develop, and plans and manages the Library human resources program and makes recommendations to the Director and the Human Resources Committee regarding personnel matters and human resources policies and procedures, including such activities as ~~overseeing~~ the hiring, managing and training of professional, paraprofessional and support staff, coordinating the staff development and continuing education initiatives; assists with a variety of other staff issues including disciplinary actions and FMLA requests.
- Assists with the development, implementation, daily oversight, and evaluation of Special Projects for the library and prepares, markets, presents, and evaluates aspects of special projects.
- Serves as co-lead for ~~Oversees~~ the work of the IDEA ~~Equity, Diversity and Inclusion~~ Committee. Works to ensure that Equity, Diversity, and Inclusion continuing education, initiatives and training programs fall within the Library's Strategic Service Plan.
- Assumes control of various special projects as they arise to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with staff and outside agencies to improve general customer service to customer base.
- Regularly participates in Community Relations meetings and strategic planning efforts.

- Processes on-boarding paperwork for new employees and conducts new employee orientation; ~~ensures employment eligibility in compliance with Department of Homeland Security regulations; process off-boarding paperwork for all outgoing employees.~~
- Prepares Board of Trustee and Public Art Meeting documents, including Minutes, ~~mailings; distributes all documents via mail or email;~~ saves agendas to the shared network and City website; posts meetings on the City's website calendar; saves approved minutes to shared network and City website; distributes and posts required documents in accordance with Wisconsin open records/meetings laws.
- ~~Compiles monthly statistics and reports for Board meetings.~~ Schedules and attends Board and Committee meetings and prepares minutes for approval and publication; ensures meeting quorums in compliance with Wisconsin open meeting laws; participates in Board of Trustee orientations.
- Serves as staff liaison to the Friends of the Library; attends Friends meetings; ~~receives and processes~~ sends new membership requests to the Friends. ~~and maintains membership database; works closely with the Friends financial officer; submits reimbursement requests and tracks their annual budget; processes and acknowledges all gifts and donations made to the Friends of the Library.~~
- Processes memorial and gift dollars to the Library and acknowledges donations; forwards book requests to the acquisitions department; maintains required records.
- Facilitates the Library's Public Art program; updates the ~~Library's online public art website, and coordinates public art committee meetings. program brochure; coordinates schedule for the rotating art collection.~~
- ~~Tracks supply inventory; places supply orders and works with vendors in accordance with City's purchasing policy; negotiates pricing and/or discounts; uses cooperative purchasing contracts when available; monitors the administrative budgets; receives and checks in supply orders and distributes to departments; develops annual budget for administrative supply accounts.~~
- Compiles monthly statistics and reports; ~~submits information and statistics for the annual American Library Association and Public Library Association surveys;~~ compiles statistics for the Annual Report to the State Department of Public Instruction and finalizes after Board approval; ~~calculates and submits out-of-county reimbursement requests based on annual report numbers; forwards copier statistics to City Hall Information Technology Department.~~
- Maintains confidential Human Resources files and general files in accordance with the Library's record management policy; maintains and updates confidential personnel database; ~~and tracks vacation earnings for all employees. coordinates the dissemination of important information and updates to library staff.~~
- Maintains and updates staffing lists; processes change of address requests; maintains and updates historical employee and Trustee list.
- Plans and coordinates special events. Supports and coordinates activities ~~as they arise to improve operations, decrease turnaround times, streamline work processes, and~~

<p>works cooperatively with staff and outside agencies to improve general customer service.</p> <ul style="list-style-type: none"> • Assists employees with travel plans for conferences and seminars; processes registrations. • Troubleshoots issues with copiers, postage meter, printers, etc. • Serves as backup Library bookkeeper; reconciles daily cash drawer; enters monthly vouchers into financial system; maintains financial records and tracks library budget; ensures that supervisors have approved bi-weekly payroll. • Processes Library Director's mail; answers phones and directs calls; processes correspondence. • Publishes the weekly master schedule and manages other internal employee communication channels such as publishing newsletters. • Provides consistent, courteous, and responsive service to all internal and external contacts, adhering to the Library's core service values. Assists patrons of all ages in their use of the library at any public service desk. • Researches and provides answers to reference questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone or electronically. • Prepares employee ID badges for other City departments. 	
Other Job Functions	
<ul style="list-style-type: none"> • Performs related duties as assigned. 	
Requirements of Work	
<p>Graduation from an accredited college or university with a bachelor's degree and major coursework in library sciences, or other related field and at least 2 years of library experience.or any equivalent combination of training and experience which provides the following knowledge, ability and skills:</p>	
Knowledge of	<ul style="list-style-type: none"> • Library services, policies and procedures. • Business English, including grammar, punctuation, format and tone. • General office procedures and the use of standard office equipment and various software programs.
Ability to	<ul style="list-style-type: none"> • Multitask and prioritize workload. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public. • Maintain confidentiality.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Public relations. • Organization and attention to detail. • Dealing courteously and professionally with others. • Typing at a minimum speed of forty (40) WPM.

Necessary Special Requirements
None.
Physical Demands
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.• Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.• While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.• The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl and smell.• The employee must occasionally lift and/or move up to 25 pounds.

Approved by the Library Board on August 14, 2025