

Library Management Analyst FR

Location:
Williamsburg Regional Library

Job Type:
Full-Time

Posting Date:
12/17/2021

\$47,898 or higher DOQ + [Full-time County Benefits](#).

Williamsburg Regional Library (WRL) is a nationally recognized four-star rated library by Library Journal. WRL serves residents of the Historic Triangle of Virginia including the City of Williamsburg, James City County and York County with outstanding, quality, and innovative library services. We are looking for an engaging and forward-thinking Library Management Analyst to join our management team and assist the library director with developing, implementing, and evaluating major initiatives and complex projects that extend across library divisions. Areas of responsibility include data analysis, community engagement, grant writing, strategic planning, administrative support, and volunteer and staff development, training, and recognition. WRL embraces a collaborative, flexible, and professional work environment that emphasizes quality services that evolve to meet the changing needs for our users. We are seeking a candidate with a passion for public service able to introduce and implement positive change and simultaneously handle a wide variety of tasks in a fast-paced collegial work environment.

Responsibilities

- Conducts a variety of research and other assigned projects; analyzes problem areas in service delivery and formulates recommendations for improvements; serves as a staff resource; tracks, analyzes, and provides feedback on library and management trends.
- Provides analysis and support to library management and various departments to realize operational excellence objectives.
- Manages collection, submission, and analysis of library statistical data; ensures consistency, accuracy, completeness of data; prepares or assists with the preparation of various statistical reports with other library divisions/departments.
- Develops and implements a comprehensive staff and volunteer development and training program.
- Seeks ways to engage the community with the library; plans, coordinates and organizes special events, festivals or projects for library services.; establishes and coordinates project teams to meet the needs of specific projects; develops project plans and budgets; evaluates projects; conducts internal and external needs assessments.
- Researches grant opportunities from government and non-government agencies; works with library management and the Friends of WRL Foundation (FWRLF) to draft grant proposals and supporting documents.
- Assists with the development and annual update of the library's strategic plan and annual business plans; participates in local, state and national associations; represents the library on committees and in the community.

Requirements

- Any combination of education and experience equivalent to a bachelor's degree in Public Administration, Business Administration, or related field; some experience with staff and project development, coordination, and analysis required.
- Must possess reliable transportation to work site(s).
- Knowledge of research and analysis methods and techniques to include statistical analysis and forecasting techniques; public administration philosophies and concepts; principles, practices and techniques of staff development and training, personnel management and supervision; community engagement, grant writing and strategic planning.
- Knowledge of office equipment and personal computer to include word processing and a variety of presentation media; thorough knowledge of computer systems and business applications including Microsoft Office Suite.
- Ability to plan, organize and manage resources to bring the successful completion of specific project goals and objectives; develop and maintain cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations; handle all interactions with poise, tact and diplomacy and in a confidential manner.

- Ability to communicate ideas and proposals verbally and in writing effectively so others will understand, to include the preparation of reports, project plans, applications, and policies; listen and understand information and ideas being presented verbally and in writing; plan and organize daily work routine; estimate expected time of completion of elements of work and establish a personal schedule; accordingly, implement work activities in accordance with priorities and estimated schedules.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered