

Position Description

Virtual Academic Library Environment (VALE)

Program Manager

Duties:

1. Serves as a liaison to other library professional organizations in the state, the region and the country, keeping abreast of directions, trends and opportunities.
 - Brings potential opportunities to the attention of the VALE Executive Committee.
 - Conducts environmental scans, project overviews and activities updates of other comparable groups for consideration by VALE leadership.
 - Identifies opportunities for development and implementation of new products and services and makes corresponding proposals to VALE leadership.
2. Works with NJEDge staff to provide a full array of financial services, with duties including but not limited to:
 - Generates and distributes financial reports to VALE officers and Executive Committee members.
 - Analyzes and tracks account revenues and expenditures
 - Determines causes of variances and discrepancies
 - Creates spreadsheets, report and other summaries to communicate account status.
 - Researches and resolves finance and accounting issues in accord with policies and practice established by NJEdge.
 - Recommends and coordinates transfers, as warranted.
 - Adheres to fiscal policies of NJEDge.Net, NJIT and VALE.
 - Coordinates the preparation of budgets and forecasts; develops and maintains historical/current documentation of budget matters; manages budget functions for proposals and grants; and develops and oversees VALE policies related to financial or service operations.
 - Oversees payment of VALE purchases and acquisitions (e.g., licensed content for member institutions).
 - Ensures ethical and legal compliance and fiscal propriety.
 - Cooperates effectively with VALE, NJEDge.Net and NJIT auditors.

3. Administrative Process Management
- Provides a full array of services dealing with administrative processes including, but not limited to:
 - Serves as liaison to the Executive Committee, NJEDge, Net and chief library administrators of VALE member institutions, as well as to the NJ State Library, LibraryLinkNJ, vendors and VALE volunteers.
 - With the VALE Executive Committee, directs short- and long-term planning and strategy efforts and follows up on approved strategic directions.
 - Implements decisions of the VALE Executive Committee.
 - Recommends actions and resolutions to the VALE Executive Committee and NJEDge.Net when appropriate.
 - Participates on all VALE committees as needed.
 - Monitors, documents, and improves administrative procedures for increased productivity and service effectiveness.
 - Manages the VALE office within NJEDge.Net.
 - Serves as VALE's principal point of contact to all members.
 - Collects agenda items for VALE Executive Meetings and helps to accumulate materials required for its annual report.
 - Insures compliance with NJEDge.Net, NJIT and VALE policies and procedures.
 - Coordinates the collection, compilation, assembly and analysis of data for reports and projects.
 - Maintains and coordinates license agreements, contracts and affirmative actions with all VALE vendors.
 - Updates general information on the VALE website and serves as primary contact to the CMS vendor.
 - Maintains confidentiality and discretion regarding appropriate VALE business.
4. VALE Service Offerings
- Provides a full array of services to member institution libraries including but not limited to:
 - Masters the Consortia Manager program and acts as VALE's primary contact to the vendor.
 - Insures that current services (such as database subscriptions) are provided, monitored and maintained on the Consortia Manager platform.
 - Compiles terms of database licensing offers and presents them to the VALE Executive Committee, and then to member libraries.
 - Communicates current service offerings to member institution libraries.

- Evaluates service offerings in advance of presentation to member libraries.
- Routinely evaluates library vendors and makes effective recommendations for new databases, streaming media, e-books and other service offerings.
- Communicates and manages relationships with publishers and vendors.
- Keeps current on potential service needs of the VALE membership.
- Evaluates and communicates new library services trends and needs.
- Takes a leadership role in the planning, implementation and evaluation of the annual VALE Users Conference.

Required Qualifications:

- Masters in Library and Information Science or equivalent.
- Understanding of current academic library trends and needs.
- Minimum five years of experience in a library and/or business office.
- Project management experience.
- Excellent interpersonal, communication, and collaboration skills.
- Extensive knowledge of MS Office software applications, especially Excel.
- Understanding and experience with complex process improvements.

Preferred Qualifications:

- Experience with the Banner financial system, especially its reports module.
- Experience with Salesforce CRM software.
- Experience in academic library purchasing, licensing and ordering.
- Experience in project management.
- Experience in general accounting practices.
- Experience working in a programmatic or leadership role of a library consortium.