



Director of Administration Job Posting

Exempt, Reports to Executive Director

TLA Overview

The Texas Library Association (TLA) is the largest state library association in the U.S. with almost 6,000 members representing all library types: academic, public, school, and special and library supporters dedicated to helping libraries better serve their communities. TLA is a non-profit 501c3 organization founded in 1902 to promote libraries and library services in Texas and support the work of libraries, library professionals, and educators throughout the state.

Directly Supervises: 0

Position Overview:

The Director of Administration will be an integral member of our leadership team, responsible for overseeing a wide range of critical functions within the organization. This role requires a dedicated professional with strong project management skills, exceptional office management abilities, a deep commitment to our non-profit mission, and expertise in business operations, payroll administration, budget preparation, and financial audit and tax return oversight.

This position is based out of our Austin office and residence in the Austin/Central Texas area is a requirement. TLA currently offers a hybrid work schedule option up to 2 days a week, contingent upon meetings and event scheduling and association workloads, especially during crucial times in advance of large events such as the TLA Annual Conference which takes place annually in March/April.

This is a fast-paced, high-volume position in a rapidly changing environment within the association and library world. TLA is committed to providing and promoting a highly inclusive, welcoming workplace experience for all employees.

Key Responsibilities:

- **Internal Operations:** Manage and optimize all internal operations to enhance efficiency and productivity.
- **HR Benefits Administration:** Oversee employee benefits administration, ensuring employees have access to comprehensive and competitive benefits packages.
- **Financial Services:** Collaborate with the finance team to monitor and manage financial processes and budgets.
- **Vendor Contracts:** Negotiate and manage office vendor contracts to ensure cost-effectiveness and quality of services.

- Office Technology: Ensure that the organization's technology infrastructure is up to date and effective.
- Office Organization: Maintain a well-organized and functional office space.
- Maintenance Coordination: Work with leasing office to address maintenance needs and office improvements.
- Reporting: Prepare regular reports on key performance indicators and operational metrics for the executive board.
- Meeting Minutes: Record and distribute minutes for executive board, council and other relevant meetings.
- Event Planning: Coordinate and plan small meetings and events as needed.
- Business Operations Policies and Procedures: Develop and implement policies and procedures to streamline and standardize business operations.
- Payroll Administration: Oversee the administration of payroll functions, ensuring accuracy and compliance.
- Budget Preparation: Collaborate with the finance team to prepare the annual budget.
- Financial Audit and Tax Oversight: Manage and oversee the annual financial audit and tax return preparation.
- Volunteer Relations/Management: Develop and maintain relationships with volunteers, ensuring they are engaged, and their contributions are valued.

General

- As a member of the management team, support and fully participate in all association activities as a key contributor and staff leader.
 - Manage all internal and external resources necessary to ensure organizational performance.
 - Maintain current professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks both in the library and association communities and participating in professional industry associations.
- Other duties may be assigned.

Who You Are:

- Bachelor's degree in a relevant field (e.g., Business Administration, Non-profit Management).
- 10+ years of proven experience in non-profit management and operations.
- Strong project management skills with a track record of successful project execution.
- Exceptional office management and organizational skills.
- Experience in developing and implementing business operations policies and procedures.
- Proficiency in budget preparation and financial oversight.
- Administration experience in payroll functions.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office Suite and other relevant software tools.
- Ability to work effectively in a collaborative, team-oriented environment.
- Commitment to the values and mission of the Texas Library Association.
- Able to master complex systems quickly and translate technical information for novices to easily understand.
- Ability to deliver on-time and within budget approved projects within established parameters using independent judgment and related work experience.

- Proven ability to troubleshoot and to plan effectively to avoid problems.
- Commitment to an inclusive culture and approach to your work
- Professionalism: Good judgment; ability to interact with all levels of staff, volunteers, and vendors.
- Ability to lift 20 lbs.
- Ability to travel frequently within the state and nationally.
- Position contingent on passing criminal background check.

Excellent employee benefits provided including:

- Company-paid employee health, vision, dental, and ADD insurance
- Employer-matching 401(k) retirement fund up to 9%
- 21 paid holidays each year
- 10 paid vacation days each year
- 12 paid sick/3 personal days each year
- Option for remote work up to 20%
- Employer paid professional development support for related membership and continuing education attendance such as conferences and professional service
- Onsite fitness facilities
- Centrally located in North Central Austin off Mopac
- Close to ideal dining, shopping, and entertainment options

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

TLA is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Applications close December 15, 2023, 5 p.m.

To apply please submit your resume, cover letter, salary requirements and availability to:

Shirley Robinson, CAE; Executive Director
shirleyr@txla.org