



**Operations Manager**  
**Harwood Museum of Art of the University of New Mexico**

**10.01.2021**



**Position:** Operations Manager

**Job Location:** Taos, New Mexico

**Applications Due:** October 29, 2021 11:59pm

**Salary Range:** \$42,640 - \$55,000 DOE annual salary + [generous benefits](#) including retirement, health and holiday.

**UNM Title:** [A7107 / Unit Administrator 3](#)

**UNM Position Grade:** 13

**FLSA:** Non-Exempt / Full-time

**Reports to:** Executive Director, Harwood Museum of Art

**UNM Job #:** req17435

[Harwood Museum of Art Operations Manager](#)

The [Harwood Museum of Art of the University of New Mexico](#) based off-campus in Taos, New Mexico, seeks an experienced Operations Manager to join the senior leadership team. This important position will oversee all internal and external business activities using UNM systems and processes including accounting, finance, policies, contract administration, and human resources. This position also oversees and coordinates facility and resource management, information services, and general department administration. The Operations Manager works directly with the Director and staff leadership in strategic and operational decision making. The Operations Manager supervises the Facilities Department, Museum Store, and manages IT and Security contractors.

**Harwood Museum of Art**

Founded in 1923, the Harwood Museum of Art is the second oldest museum in New Mexico. It has been part of the University of New Mexico (UNM) since 1935 but is located in the longstanding art colony of Taos, New Mexico, and serves the community and its visitors as well as UNM. The Harwood Museum of Art celebrates Taos' artistic legacy, cultivates connections through art, and inspires a creative future. The Harwood Museum of Art is an American Alliance of Museums Accredited museum.

Spanning the 19<sup>th</sup> Century to present, the museum's 6,500 object collection documents the community's rich multicultural heritage and Taos' role in the development of seminal American art. The Harwood Museum has nine exhibition galleries, four of which are dedicated to changing exhibitions that reinforce the museum's mission. The permanent collection galleries focus on the key art influences relevant to Taos and northern New Mexico, featuring Hispano Traditional arts, Taos Society of Artists, Taos Moderns, and Contemporary. Among its most noteworthy collections are a permanent installation of seven works by Agnes Martin (1912–2004) and *Death Shrine* by Ken Price (1935–2012). The Harwood is a cultural leader in

the community and the state, and the educational programs are developed collaboratively with local schools and the community.

### Duties and Responsibilities

- **Administration:** Directs and coordinates administrative functions and enforces university policy for the unit in coordination with all associated university departments (i.e. HR, Finance, Purchasing, Contracts and Grants, Risk Services, Legal)
- Directly and administratively supervises unit employees including final approval of hiring decisions, performance appraisals, scheduling, training, employee development, disciplinary actions, and conflict mediation; develops procedures and assigns work tasks to improve efficiency.
- Acts in the absence of the director/supervisor on operational and administrative matters; reviews, interprets, recommends, and/or implements unit policies; identifies and resolves issues regarding administrative and fiscal matters; develops systems to monitor deadlines; regularly evaluates unit administrative systems and services.
- Researches, reports, analyzes, compiles, and/or completes information for surveys and accreditation such as fiscal data, operational expenses, and/or salaries; directs the information gathering for the unit; manages the use of computerized information systems within the unit.
- **Fiscal Management:** Manages fiscal affairs of the Harwood Museum of Art, a unit of the University of New Mexico based in Taos, including budget planning, expenditure and cost analysis, procedures for expense payments, and financial projections; coordinates account reconciliation and financial reporting activities; develops systems to improve fiscal control and processing; directs the administration of transportation, lodging, and coordination for travel, meetings, and conferences; participates in the development of new projects and/or programs; may prepare proposals for funding of equipment, remodeling, or other needs of the unit.
- **Facilities and Operations:** Oversees Facilities staff (2), developing long-range plans for maintenance and improvements, coordinating maintenance of unit's equipment and facilities, overseeing large contracts and projects; oversees and supervises contract security, IT, and operations vendors.
- **Human Resource Support:** In coordination with UNM HR, oversees and coordinates the employment and hiring process for full-time and part-time staff, enforcing AA/EEO policies and procedures for the organization; may participate in staff searches; directs completion of forms and associated hiring paperwork.
- **Policy and Compliance:** Serves on various unit and/or university policy-making committees; participates directly in the formulation of unit policy ensuring that the fiscal and personnel practices are in compliance with university regulations, policies, and appropriate laws.
- **Museum Store:** Oversees Museum Store Manager and retail operations including inventory control and reporting.
- **Facilities Oversight and Management:** Administers building security and safety procedures as appropriate to the operating environment; coordinates remodeling activities as appropriate among administrators, staff, physical plant, and facilities planning; develops procedures to control and assign building and/or office space and equipment.

## Minimum Job Requirements

- High school diploma or GED; at least 2 years of experience managing at least one of the following functional areas: fiscal services, administration and/or human resources AND 3 years of additional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## Knowledge, Skills and Abilities Required

- Ability to develop and maintain recordkeeping systems and procedures.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to process computer data and to format and generate reports.
- Knowledge of human resources concepts, practices, policies, and procedures.
- Knowledge of space allocation practices and principles.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to supervise and train assigned staff.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of business practices and procedures.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to coordinate and organize meetings and/or special events.
- Organizing and coordinating skills.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Skill in utilizing building security and lock systems and procedures.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of compensation administration principles and procedures.
- Ability to foster a cooperative work environment.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of federal, state and university EEO/AA/Diversity laws, guidelines and procedures.
- Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
- Knowledge of public relations principles and practices.

## Distinguishing Characteristics

Position requires: a) serving in the capacity of principal administrative officer for a centralized, integrated operating component of the university; b) planning, organizing, and managing key programmatic operations, as well as all administrative operations of the component, to include development and implementation of systems and standards; c) direct participation in the development of strategic new projects/programs; d) human resources management, including approval of hiring decisions and salary

levels within the unit; e) participating on broadly based policy committees and in the formulation of fundamental unit policy; f) full management or leadership of programmatic and/or administrative staff.

### **Working Conditions and Physical Effort**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

The University of New Mexico provides all training required by OSHA to ensure employee safety.

The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator.

**Hiring Requirements:** All applications must be received through [UNM Jobs](#). Please include a cover letter, resume, and three (3) supervisory references that can be contacted. Under Staff Careers, search Harwood or Unit Admin 3 to find posting or

<https://unm.csod.com/ux/ats/careersite/18/home/requisition/17585?c=unm>

Potential candidates will be notified for interviews in early November. Top candidates will be expected to visit Taos for interviews. Anticipated hire date, December 2021.