

LIBRARY/INFORMATION RESOURCE
SERVICES SPECIALIST PROGRAM DIRECTOR

KIND OF WORK

Professional and supervisory library work involving performing or directing library/information services for state departments, and/or their clients; correctional facilities; or regional treatment centers and nursing homes. Clientele may include agency management and staff, other State agencies, Governor's office, legislators and staff, other jurisdictions, private citizens, community organizations, professional associations, private industry, and educational institutions. Directing/providing reference services, cataloging, basic administration, planning, library policy development, acquisitions, collection development and circulation.

At the Program Director level incumbents are accountable for those responsibilities described above, as well as other specialized activities, projects and services requiring an additional area of expertise.

Job Evaluation profile narrative (Hay method):

Know How - Requires a broad grasp of the principles and practices of library/information science and library operations sufficient to establish, conduct and continually improve the work processes of a system of diverse and/or specialized technical library, and provide effective library services.

Problem Solving - Requires interpretive problem solving within clearly defined agency policies and principles of library/information science.

Accountability - Work is reviewed based on practices and procedures which are covered by examples of history, process considerations, requirements identified or review of results with key customer representatives. Impact is contributory.

NATURE AND PURPOSE

Under general direction, exercises administrative and technical control over a system of diverse and/or specialized, technical library/information services; develops organizational goals and long-range plans to meet the needs of management and other clientele; develops and articulates philosophy, policy, techniques and practices to achieve long-range goals; acts a technical consultant and advisor in development of program services; determines priorities and ensures appropriate distribution and utilization of resources through preparation and justification of budget proposals and administrative policies; initiates and develops plans to coordinate library/information service activities between state agencies and other libraries and community resources.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maximizes coordination of library/information center services with other programs through the development and articulation of the philosophy, policy, techniques and practices.

Develops organizational goals and long-range plans to meet the needs of management and other clientele.

Acts a technical consultant and advisor in development of program services.

Determines priorities and ensures appropriate distribution and utilization of resources through preparation and justification of budget proposals and administrative policies.

Initiates and develops plans to coordinate library/information service activities between state agencies and other libraries and community resources.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles and practices of library science and library operations sufficient to develop and administer a system of diverse/specialized technical library, information services.

External library/information resources sufficient to integrate and coordinate use of them into an overall service plan supporting client activities.

Administrative practices (including planning, budget process, and policy development) sufficient to develop goals and objectives, and acquire and effectively use the resources necessary to achieve these goals.

Ability to:

Provide leadership in development of consolidated or coordinated library programs and services.

Establish cooperative working relationships with those involved in the development and delivery of broad (statewide, nationwide) services.

Prepare and make effective written and oral presentations for use within and outside the agency.

Collect, analyze, interpret, and present complex data in written form.

Est.: 7/5/67
Rev.: 12/87, 8/99
Checked: 11/12/69

T.C.: 4/19/73, 12/87
Former Title(s): Librarian Program
Director