

**LIBRARY SERVICES DIRECTOR**

**Nature of Work:** Under administrative direction, performs managerial, technical and consultative work in planning, developing, organizing and directing a system for statewide library services. May act as a system manager for a statewide database and automation network for the electronic distribution of bibliographical information and the acquisition of catalog information or may administer the provision of direct services in a designated area of the state. May serve as a manager for the hardware and software elements of the automated system, performing in a consultant/technical resource role to local librarians. May provide extensive consultation to library trustees, local government officials and librarians in the development of library administration and library services. Serves on statewide committees to develop and enhance library services. Performs related work as required.

**Examples of Work**

- Plans the statewide development of public library services and assists the State Library Commission in the development of state library policies.
- Assists local library boards, trustees, and local governments in all phases of public library organization, financing, and management.
- Directs the operation of the technical services division.
- Trains and supervises computer staff both in-house and at remote sites; troubleshoots hardware and software problems; develops and implements modifications to the network system.
- Conducts evaluations of statewide and regional library services, and recommends programs for library development.
- Develops and conducts workshops, and institutes meetings in the development and implementation of library consultative services.
- Advises in-house and remote staff on electronic procedures for cataloging, processing, acquisitions and inter-library loan transactions.
- Trains internal and remote staff in the use of the electronic systems; conducts workshops and prepares training materials.
- Oversees the development of budget, equipment and personnel services for the department.

**LIBRARY SERVICES DIRECTOR (CONT'D)****Examples of Work (cont'd)**

- Modifies or writes software for mainframe or microcomputer application; maintains system operation on a full-time, seven days per week basis.
- Performs related administrative duties such as the preparation of reports, questionnaires, surveys, and budgets.
- Reviews, evaluates and recommends hardware and software purchases.
- Acts as regional consultant for local libraries; advises on budget preparation for local funds; assists in selection and training of employees; advises boards of trustees on direct services to libraries.
- Compiles information and prepares annual statistical reports for public, academic and special libraries.

**Knowledge, Skills and Abilities**

- Knowledge of principles and practices of public library administration and library systems and procedures.
- Knowledge of basic library procedures, policies and operations.
- Knowledge of basic reference tools and sources and also those unique to the particular subject area in which employed.
- Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.
- Knowledge of the operation of standard library equipment.
- Knowledge of computer operations, computer programming, and systems analysis in relation to library telecommunications and networking.
- Ability to troubleshoot computer systems on-site and remote locations in the operation of the library telecommunications and networking system.
- Ability to train staff in the operation of library automation and networking system.
- Ability to read, comprehend and explain technical manuals related to the operation and maintenance of the library automation and networking system.
- Ability to work with and communicate effectively with others.
- Ability to work with the public.
- Ability to establish and maintain effective working relationships with library boards of trustees, local government officials, and librarians.

LIBRARY SERVICES DIRECTOR (CONT'D)

**Knowledge, Skills and Abilities (cont'd)**

Ability to prioritize tasks, establish methods and schedule employees so that work can be completed efficiently.

Ability to determine where policy and procedural problems lie and instigate the appropriate changes.

Ability to direct and/or oversee the work of others.

**Minimum Qualifications:**

**Training:** Master's degree in library science from an American Library Association (ALA) accredited four-year college or university.

**Experience:** Six years of full-time or equivalent part-time paid experience as a professional librarian, including three years in a supervisory, consultative and/or administrative capacity.

**OR**

**Experience:** Six years of full-time or equivalent part-time experience as a professional librarian, two years of which included responsibility for the development and operation of a library automation and telecommunication system.

Established: 1/15/98

Effective: 3/1/98