

LIBRARY ADMINISTRATIVE SERVICES DIRECTOR

NATURE OF WORK: Under administrative direction, performs as chief financial officer and administrative manager of the West Virginia Library Commission. Performs administrative and consultative work in planning, developing, organizing and directing the financial and administrative components of statewide library services. Advises the Secretary and the Commission on financial and administrative matters related to the operation of the state public library system. Oversees the development and administration of the Library Commission budget and financial management systems. Serves on various statewide committees for the development and enhancement of library services. Interprets and applies Library Commission rules, federal regulations and state code relating to the financial and administrative operations of public libraries and the Commission for local governments, library trustees and public library officials. Performs related work as required.

EXAMPLES OF WORK PERFORMED

- Plans, organizes, directs and evaluates the financial and administrative components of the state public library system.
- Directs the work of multiple sections of the Library Commission including financial management, procurement, personnel and administrative support.
- Advises the Secretary and the Library Commission on the financial and administrative components of the state library systems including statewide funding allocations, accounting system, budgets and major procurement issues.
- Administers all financial programs and obligations of the agency.
- Consults with local library boards, trustees and local governments in all phases of library financial management including budget preparation for local funds.
- Recommends and initiates programs for statewide library development.
- Oversees the development and administration of the Commission budget including statewide funding allocations for local public libraries; oversees all related financial and administrative functions of the agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the financial and administrative regulations and systems of the state public library system.
- Knowledge of the principles and practices of public administration, financial management and generally accepted accounting practices.
- Knowledge of the federal and state laws relating to the Library Commission and the state public library system.
- Knowledge of the state budget process and the state accounting and purchasing systems and regulations.
- Ability to utilize a personal computer and software related to the state budgeting, accounting and purchasing systems.
- Ability to establish and maintain effective working relationships with library boards, trustees, local government officials and public libraries.

LIBRARY ADMINISTRATIVE SERVICES DIRECTOR (CONT'D)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

Ability to express ideas and concept clearly in oral and written communication.

Ability to analyze library administrative and financial issues and to recommend appropriate solutions or improvements.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from an accredited four-year college or university in the area of assignment.

SUBSTITUTION: Experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Five years of full-time or equivalent part-time paid administrative or supervisory experience related to the financial management, budgeting or accounting operations of the state library system or comparable library system.

AREAS OF ASSIGNMENT

Accounting, Auditing

Budget and Budget Planning

Library Administration

Purchasing

Established: 10/21/93
Revised: 01/07/2000; 11/18/05
Title Changed: 11/18/05
Effective: 11/18/05