

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LIBRARY PROGRAM DIRECTOR

DEFINITION

Performs professional library duties of an administrative nature in directing the planning and development function of the State Library or supervising and administering the information function of the State Library; directs the improvement of statewide services to all types of libraries, user agencies and patrons; administers grant monies and supervises a staff of professional, technical and para-professional personnel; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff, effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Plans, develops and implements state library development programs or information services programs to ensure program adequacy and effectiveness in Iowa by participating in the determination of priorities and objectives for overall development.

Develops and submits budget recommendations to the State Librarian for the library development program or the information services program by planning and monitoring program needs and expenditures, including state or federal funds.

Assists the State Librarian to work with the state government and library communities served by the State Library, by planning, developing or implementing programs for the improvement of statewide services for all types of libraries; serves as liaison between the State Library and the Iowa Library Trustee Association.

Directs the state program under the Library Services and Construction Act (LSCA) to provide state aid to public libraries through liaison and advisory services, communication and monitoring of funding; acts as regional library liaison and makes periodic on-site visits to audit expenditures and evaluate programs.

Participates in the development of standards for public library personnel to assure staff development of library personnel in Iowa through the development of certification criteria and the maintenance of appropriate records.

Cooperates with staff from other state libraries to develop programs for multi-state use by active participation and representation of the State Library.

Ensures accurate and timely reporting to comply with state and federal regulations; writes and edits documents and other required material.

Provides information to allow informed decision-making, display or publication by gathering, analyzing and presenting pertinent statistical material.

COMPETENCIES REQUIRED

Knowledge of department goals, objectives and broad program strategies.

Knowledge of professional library principles, methods, materials and practices, especially as they relate to program administration.

Knowledge of current practices and techniques in the field of public library development and improvement of information services.

Ability to plan, coordinate and administer all phases of the state library development program or the state library information program.

Ability to provide leadership in the development of consolidated or coordinated library programs or services.

Ability to analyze and evaluate the effectiveness of library programs.

Ability to articulate library philosophies and implement policies.

Ability to develop and justify library departmental budget proposals.

Ability to review technical operational reports and to draw conclusions on which to base administrative decisions.

Ability to analyze unusually difficult professional and administrative problems in local libraries and to recommend solutions to local library officials and staff.

Ability to establish performance criteria, provide training and evaluate the work of others.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

A Master's degree in Library Science and five years of full-time professional library development or advanced reference work, one year of which must have included supervisory experience;

OR

an undergraduate degree and seven years of the required experience, one year of which must have included supervisory experience.

Effective Date: 11/98 GRC