

LIBRARY ADMINISTRATOR

PURPOSE AND NATURE OF WORK

This is a professional position responsible for the management of several large and medium regional libraries and branches. Incumbent works under the general direction of the Director of the Library and has supervisory responsibilities, through Managers, for a large census of library professionals, paraprofessionals, and technicians.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews, revises, and develops policies and procedures and oversees implementation for regional libraries and branches. Oversees preparation of all statistical reports for local, state and national organizations. Provides support for and facilitates grant applications and oversees expenditures and reports. Oversees all library services, including public service facilities and library programming for regionals and branches. Responsible for planning annual budget, public services and library materials for regional and branch libraries. Works with regional managers and branches to develop their facilities' budget requests. Manages the expenditures of certain operating and capital budgets for the regional libraries and branches, including the development of specifications for equipment and projects. Attends library board meetings and reports to them about services at the regional libraries and branches. Keeps abreast with profession and conveys trends to staff. Recommends and implements changes in library services, as appropriate based on trends and new ideas in the library profession. Participates in media events, providing interviews on the library's behalf.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of library science principles and philosophy of service, procedures and technology.

Considerable knowledge of automation/computer systems, computer software and circulation systems.

Knowledge of governmental accounting principles and methods.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

Ability to plan, coordinate and supervise the work of professional, technical and clerical employees.

Ability to maintain effective working relationships with subordinates, colleagues, public officials and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an accredited Library and Information Science school and considerable experience in a public library setting, including management experience of a major division or function; or an equivalent combination of training and experience.

