

CLASS TITLE: CHIEF OF LIBRARY SERVICES

Class Code: 02590900
Pay Grade: 43
E.O. Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In Library and Information Services, to direct and coordinate the work of a staff in planning, developing, organizing and directing a system for statewide library and information services through a multi-type cooperative network of interlibrary loan, delivery and other library services provided to network members; to promote public library development through consultant services and information and financial support; to be responsible for the distribution of state and federal funds for public library development and construction, interlibrary cooperation and resource sharing; to be the official representative of the federally mandated state library agency for the purpose of receiving and administering federal library grants; to be responsible for the development and establishment of standards and guidelines for public library development, resource sharing and interlibrary cooperation; to supervise staff including professional librarians, technical staff, and administrative support personnel; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Director of Administration with wide latitude for the exercise of initiative and independent judgment; work is subject to review through consultations and written reports for satisfactory performance and conformance to professional standards established policies, procedures, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical and support staff. Provides guidance and direction to members of the statewide network for library development, interlibrary cooperation and resource sharing.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In Library and Information Services, to direct and coordinate the work of a staff in planning, developing, organizing and directing a system for statewide library and information services through a multi-type cooperative network of interlibrary loan, delivery, reference, continuing education, advisory and other library services provided to network members.

To promote public library development through consultant services and information and financial support, and to administer library services for the blind and physically handicapped.

To provide consultation to library trustees, local government officials and librarians in the development of library services.

To be responsible for the distribution of state and federal funds for public library development and construction, interlibrary cooperation and resource sharing.

To administer the annual Grant-In-Aid and the Public Library Construction Reimbursement Programs and to promote overall development of library services through various programs and to support the development of and ensure compliance with Minimum Standards for Rhode Island Public Libraries and Library of Rhode Island (LORI) network standards.

To conduct evaluations of statewide and regional library services and to recommend programs for library development.

To be responsible for the development and adherence of standards and regulations as required in accordance with the law and the regulations of the library board.

To develop a plan defining goals and objectives for citizen access to library information services supported by the library board and to develop and implement library board policy as approved by the library board.

To provide consultation, assistance and advice to public libraries and the participants in interlibrary cooperation and resource sharing.

To develop a program for the use of federal funds for submission to federal authorities.

To assist in the preparation and presentation of the agency's budget.

To provide library services to eligible blind and physically handicapped citizens in cooperation with the Library of Congress National Library Service for the Blind and Physically Handicapped.

To serve as an advisor to libraries, community organizations, government agencies and the public regarding program activities.

To provide assistance in the formulation of office policies and procedures.

To prepare reports, surveys and other documents related to the operation of the library service program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of library science; a thorough knowledge of public library planning, administration, automation technologies, operations and public and technical services; a thorough knowledge of library, information resource management and consultant services through a statewide library networking and telecommunications system; a working knowledge of available library reference and research resources; the ability to plan, organize, coordinate and direct the work of professional, technical and support personnel; the ability to conduct analyses of programs, develop projects and resolve problems; the ability to evaluate and adjust priorities in response to changing directives and organizational and client needs; the ability analyze, develop and administer various grant-in-aid programs and the agency budget; the ability to maintain effective working relationships with staff members, trustees, other governmental agencies and with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association including or supplemented by coursework in business administration, public administration or a closely related field; and

Experience: Such as may have been gained through: considerable experience at an administrative or managerial level engaged in the provision of a myriad of professional library services in a governmental, educational, public or private library setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 20, 2005