

**CLASS TITLE: LIBRARY PROGRAM MANAGER I**

**Class Code: 02590700**  
**Pay Grade: 37A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, develop, implement and manage a comprehensive program of library, information resource management and consultant services on a statewide basis; to plan, assign, supervise and review the work of a staff engaged in providing library and information resources through a statewide network; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of a professional, technical and support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, develop, implement and manage a comprehensive program of library, information resource management and consultant services on a statewide basis.

To be responsible for one program area such as library development or library network services with subsidiary responsibility for the other areas.

To supervise a staff engaged in providing library and information services.

To develop and implement information resource management systems.

To coordinate information resources throughout state government and with other user groups throughout the state.

To be responsible for the distribution of funds through state and federal grants for specific program areas.

To assist in the development of program budget proposals.

To assist in the planning and development of overall administrative policies, procedures and practices.

To develop proposals for research, regulations and federal or state legislation related to program activities.

To plan, assign, supervise and evaluate the work of professional, technical and support staff.

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

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of library science and information resource systems and the ability to apply such knowledge in the delivery of library, information resource management and consultant services on a statewide basis; the ability to plan, organize, coordinate, review and manage the work of staff; the ability to plan and develop policies, procedures and standards pertaining to library services; the ability to maintain effective working relationships with staff, members, trustees, other governmental agencies and the public; and related capacities and abilities.

## **EDUCATION & 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; supplemented by coursework in management or computer science; and

Experience: Such as may have been gained through: employment in an administrative and/or supervisory level position engaged in the provision 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 Created: February 16, 1997

Editorial Review: 3/15/03