

**CLASS TITLE: SUPERVISOR OF MEDIA SERVICES
(OLIS)**

**Class Code: 02714700
Pay Grade: 24A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Library and Information Services, to perform professional responsibilities in the delivery of library, information and consultant services on a statewide basis; to assist in the planning and development of program policies, procedures and standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement and initiative; work is reviewed for adherence to policies, procedures and regulations.

SUPERVISION EXERCISED: May supervise the work of technical and support personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the delivery of library services media services on a statewide basis and may be required to perform professional duties relating to any particular library services project as assigned. The areas of service may include, but are not limited to: network services; delivery of services to children, youths or adults, services to the blind and physically handicapped; reference and information services; and state institutions.

To implement and evaluate one or more library services projects on a statewide level.

To communicate and cooperate with other agencies relating to library services projects.

To provide consulting services to libraries, agencies and governmental agencies in areas related to library services projects.

To participate in the development of standards and regulations for library services projects.

To participate in planning and development of library services projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A through knowledge of the principles, practices and techniques of library service, ability to plan, organize and execute projects; ability to maintain good working relationships with other staff members, other governmental agencies and 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.

Class Created: February 1, 1998

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