

Library Manager

Class Concept

Positions administer, direct, and review library programs; direct a staff of professional librarians who are responsible for supervising a major branch or program of a library; provide guidance and advice to library supervisors and staff on implementing and revising library programs and policies and resolving issues regarding library operations and staff; provide leadership in the administration and management of statewide programs aimed at working and partnering with local communities to develop and extend public library services; develop and implement strategies for disseminating information to library users; participate in long-range and strategic planning; develop library policies and procedures; manage grant programs and budgets; and provide direction and guidance to library supervisors regarding personnel issues.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of the practices, policies, and trends of Library Science and Information Resources
- Thorough knowledge of the policies, practices, trends, and issues associated with providing electronic access to library data, collections, and information
- Thorough knowledge of federal grants and state aid programs pertaining to Library programs and services
- Thorough knowledge of digital preservation issues, trends, and current technologies
- Thorough understanding of the role of the Library and services it provides to library users and the State of North Carolina
- Thorough understanding of resources within each branch of the Library
- Thorough understanding of State Library policies and procedures
- Ability to set organizational goals that are specific, measurable, relevant, achievable and time bound, and that reflect the overall mission of the Library
- Ability to identify critical objectives, timeframes, and resources to support the overall mission of the Library
- Ability to initiate changes within scope of strategic plan
- Ability to build collaborative relationships to meet department goals
- Ability to develop new partnerships and support existing partnerships

Minimum Education and Experience

Master's degree in library and information science or a related discipline from an appropriately accredited institution and five years of professional librarian experience, three of which should have been in a supervisory, consultative, or administrative capacity; or an equivalent combination of education and experience.