

### Class Concept

Positions supervise a branch or unit of a library such as information services, collections, acquisitions, metadata and cataloging, and digital information management; and/or direct, organize and evaluate branch programs and operations to ensure effective performance, results, and quality control. Positions direct a staff of professional librarians and library technical assistants in cataloging; distribution of information; collection management, including assessment, maintenance, and preservation of multi-format collections; resources sharing; acquisitions; and providing reference/research assistance and other customer services to library users. Positions plan, organize, direct, and evaluate library services to meet the needs of users, ensure efficient operations, and develop and implement digital library services. Positions develop and coordinate work with other libraries and entities; evaluate workflow and revise as needed; monitor and report on unit activity; develop and apply standards, guidelines and procedures; and prepare and monitor budgets. Work may include designing and delivering training programs.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of the practices, policies, standards, and trends of Library Science and Information Resources.
- Thorough knowledge of and skills related to the use of current library systems, technologies and tools used in the library and information science profession.
- Thorough knowledge of library collection development and management.
- Thorough knowledge of the policies, practices, trends, and issues associated with providing electronic access to library data, collections, and information.
- Ability to identify and develop contacts and relationships with interested parties in achieving work goals.
- Ability to train and mentor others in working with internal and external organizations. □ Ability to seek out new partnership opportunities.
- Ability to review staff allocation levels to ensure appropriate staffing to meet unit's goals. □ Ability to identify knowledge and skills needed in work unit.
- Ability to conduct performance reviews; participate in the disciplinary and in digital preservation issues, trends, and current technologies.
- Ability to plan, manage, and implement the delivery and improvement of services, staffing and resources, some of which may include larger staff, multiple programs or moderately complex or significant programs.
- Ability to plan and manage multi-faceted and specialized projects; ability to consult with and determine client/customer needs and project parameters.
- Ability to coordinate others in the research and writing of grants.
- Ability to manage grants.
- Ability to negotiate contracts with vendors and service providers.
- Ability to identify issues and problems with services/products.
- Ability to research and propose new approaches to meet customer needs.
- Ability to assist in design of new customer services.
- Ability to plan and implement customer service improvements.

#### Minimum Education and Experience

Master's degree in library and information science or a related discipline from an appropriately accredited institution and four years of professional librarian experience related to the area of assignment; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.