

I. DESCRIPTION OF WORK

The position in this banded class serves as the State Librarian of North Carolina and directs all programs of the State Library; provides state-wide leadership to public libraries in North Carolina; develops collaborative programs and services with library leaders of the UNC System, the N.C. Community College System, the N.C. Independent Colleges and Universities, and the N.C. Dept. of Public Instruction; develops and implements long-range strategic planning; develops policies; manages fiscal and personnel operations; manages and administers state aid to public libraries and grant programs; advocates for library services for all citizens of North Carolina; and ensures effective organizational management to accomplish the State Library's mission and goals.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Knowledge of and ability to apply the practices, policies, and trends of Library Science and Information Resources. Ability to developing innovative, customer-oriented library services. Knowledge of the policies, practices, trends, and issues associated with providing electronic access to library data, collections, and information. Knowledge of and skill in administering grant programs. Knowledge of digital preservation issues, trends, and current technologies.
Organizational Awareness and Commitment	Understanding of and commitment to the State Library's mission, how specific branches function and relate to other branches, and the resources available to provide library services to the State, the citizens of North Carolina, and the general public.
Strategic Planning	Ability to build long-range plans to fulfill legislative or mission driven organizational goals. Ability to identify organizational structures and systems needed to support identified goals.
Building Partnerships	Ability to build and use collaborative relationships to facilitate the accomplishment of program goals. Ability to seek and identify opportunities to build strategic relationships between State Library, local governments, stakeholders, the Legislature, state agencies, or other organizations.
Human Resources Management	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures.
Communication Skills	Ability to present information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure they understand the information and the message. Ability to listen and respond appropriately to others.
Change Management	Ability to plan and implement change initiatives. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Ability to remain flexible to meet constantly changing and sometimes opposing demands.
Grants Management	Knowledge of appropriate policies and procedures for financial monitoring and compliance of federal grants and state aid programs pertaining to Library programs and services.
Advocacy Skills	Ability to develop and promote library services for all citizens of North Carolina.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Master's degree in library and information science or a related discipline and five years of professional librarian experience, of which three years are supervisory. Degree must be received from appropriately accredited (ALA) institutions or regionally accredited programs in North Carolina.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.