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Class Specifications  
for the Class:MANAGING LIBRARIAN IDuties Summary:

Manages a comprehensive program of library services in a major geographic area; manages a program of library services for a specialized group of clientele, on a statewide basis; or plans, directs and coordinates a staff office which provides program planning, development and evaluation, for the public library system, in a broad area of library services; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for directing and/or coordinating a complex program, which requires an outstanding degree of competence in the program area, as well as sufficient administrative and professional judgment to integrate and coordinate the work of other professional librarians, or major functions of library service, and to develop comprehensive plans for the function involved.

Positions in this class are expected to develop, direct and evaluate the operations of the program in accordance with statewide policies and standards. In addition, they are expected to develop and recommend goals, priorities and programs which reflect the specialized needs of the geographic or functional area of service, and participate in the development and establishment of plans, policies, goals, objectives and standards for the overall library system.

Type A: Plans, organizes, directs and coordinates the activities of a program of direct services, which involves overall responsibility for the provision of materials and services to the population within an assigned library district. Materials and services are provided to the population through a network of library facilities serving various communities within the assigned library district and usually include at least one library which has been designated by management to provide more comprehensive, in-depth reference collections and specialized materials. Such responsibility requires a position of this type to develop, recommend and implement direct services by interpreting the needs of the communities served; to apply statewide policies and standards to local situations; to plan and promote the use of library facilities and services; and to allocate and direct the effective use of resources.

Type B: Plans, organizes, directs and coordinates a program of library services to a group of clientele with specialized needs (e.g., the blind and physically handicapped), on a statewide basis. The program is part of a national regional network, is carried out in

accordance with established guidelines, and departmental rules and regulations, and may also provide support services to outlying Pacific areas. A position of this type is required to establish and maintain effective relationships with various community organizations, and to establish and promote library services to meet the specialized needs of the client group served.

Type C: Plans, organizes, directs and coordinates the activities of a staff office responsible for program planning, development and evaluation services for the public library system.

- 1) A position of this type has overall responsibility for the development and evaluation of policies, goals, objectives and standards of library materials and services; and the development, planning and coordination of materials selection and programs of library services for adults, young adults and children, on a statewide basis; or
- 2) Has overall responsibility for coordinating the development and evaluation of short- and long-range plans, goals and objectives of the public library system; coordinating and monitoring federally funded programs and projects; and supervising the development, implementation and evaluation of system-wide projects.

Examples of Duties:

Type A: Plans, organizes, directs and coordinates the activities of a number of libraries which provide direct services to various communities within the assigned library district; develops, recommends and implements direct services by interpreting the needs of the communities served; applies statewide policies and standards to local situations; plans, organizes and directs the activities of a significant staff of professional, paraprofessional and supportive personnel; keeps abreast of socio-economic and demographic characteristics of the communities served within the assigned library district, and makes recommendations to provide appropriate library services to the population; allocates funds for materials to library units; coordinates the purchase of supplies and equipment for the library district; recommends and participates in the planning and development of new library facilities to meet growing needs within the library district; prioritizes the need for repair and alteration of library facilities within the district; prepares operating budgets and expenditure plans; handles personnel matters and grievances; establishes and maintains cooperative relations with community organizations and groups; actively promotes the use of library facilities and services; and serves as a member of the State Librarian's management team, and participates in the establishment of plans, policies, goals and objectives for the overall library system.

Type B: Plans, organizes, directs and coordinates a program of library services to a group of clientele with specialized needs (e.g., the blind and physically handicapped), on a statewide basis, as part of a national regional network; provides support services to outlying Pacific areas; interloans materials; oversees the selection and acquisition of materials in a variety of formats; plans, organizes, directs and coordinates machine and materials lending services to those eligible to receive services; plans, organizes and directs the provision of transcribing services (e.g., Braille, large-type print, audio-cassette tapes); makes annual visits to monitor continuance of services of libraries that were established in various residential institutions (e.g., hospitals, prisons) with federal funds, and provides support services (e.g., programs, gift magazines, etc.); participates on committees with various community organizations for the blind and physically handicapped; plans and develops services and programs to make materials and services more available to, and provides awareness of the needs of, the client group; prepares operating budgets and annual expenditure plans; attends various workshops and meetings; and serves as a member of the State Librarian's management team, and participates in the establishment of plans, policies, goals and objectives for the overall library system.

Type C:

- 1) Plans, organizes, directs and coordinates the development of statewide policies and standards regarding the nature, scope and depth of collections, and the nature and quality of services provided to adults, young adults and children; coordinates the selection of appropriate materials and the development of book order lists; plans, organizes, directs and coordinates the development of library service programs designed to stimulate interest in reading and promote the use of library services and facilities; establishes and maintains cooperative relations with community organizations and groups; initiates cooperative agreements with other public agencies and develops contract agreements with private agencies; speaks before public and private groups; keeps abreast of trends and developments in library services and materials; researches and analyzes (e.g., industry trends, socio-economic characteristics of potential users, etc.) the feasibility of adopting new media (e.g., compact disks, video cassettes), and develops policies and procedures for their inclusion in the Hawaii State Public Library System (HSPLS); may coordinate an on-going program of staff development, training and workshops; and serves as a member of the State Librarian's management team and participates in the establishment of plans, policies, goals and objectives for the public library system.
- 2) Plans, organizes, directs and coordinates the development of short- and long-range plans, goals and objectives of the public library system, for the expenditure of federal funds; coordinates and monitors federally funded

programs and projects; supervises the development, implementation, and evaluation of system-wide projects (e.g., automation, interlibrary cooperation) and the review and recommendation of policies, rules and regulations of the public library system; provides consultation to field librarians regarding grant applications and federal program requirements; provides for the training of library personnel in the use of new equipment and/or procedures, as a result of new technological developments in library services; may plan, organize, direct and coordinate the development of long-range plans, goals and objectives for the public library system; and serves as a member of the State Librarian's management team and participates in the establishment of plans, policies, goals and objectives for the public library system.

Knowledge and Abilities Required:

Knowledge of: Comprehensive knowledge of the principles and practices of librarianship; principles and practices of library administration and supervision, or demonstrated knowledge and coordinative leadership of a major functional area of library services and/or projects; laws, rules and regulations relating to library services; various library and community organizations and agencies.

Ability to: Plan, organize, direct, and coordinate a large program of library services; relate the activities of the program involved to the overall objectives of the library service; prepare an operating budget and expenditure plan; plan, allocate and direct the effective use of resources; analyze the needs of the client group serviced and facilitate the provision of resources to meet those needs; participate in the establishment of short- and long-range plans, policies, goals and objectives for a statewide library system; learn, apply and interpret library policies, rules and regulations; prepare clear and concise reports; supervise lower level librarians and subprofessional positions.

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This is the first specification for the new class MANAGING LIBRARIAN I, which replaces the specification for Managing Librarian I approved on September 27, 1982.

Effective Date: November 1, 1987

DATE APPROVED: 8/23/89

/s/ Diana H. Kaapu  
ALFRED C. LARDIZABAL  
Director of Personnel Services