Class Specifications
for the Class:

**MANAGING LIBRARIAN II**

**Duties Summary:**

Manages a comprehensive program of library services of substantial scope and intensity in a major geographic area; manages the activities of a major State resource center providing professionally complex and comprehensive library services; or directs the provision of consolidated ordering, cataloging, physical processing and bindery of book and non-book materials for public libraries and public school libraries, statewide; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class reflects responsibility for managing and/or directing a program of library services of substantial scope, intensity and/or complexity, which requires the use of originality and seasoned judgment in areas involving major professional and administrative problems.

Personal contacts are of vital importance to the development, integration, coordination and effectiveness of the library program. Such contacts involve consultative relationships with professional peers and may involve substantial contacts with personnel outside of the system at the local, state and national levels.

As at the next lower level, under the general direction of the State Librarian, 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 a substantial program of direct services. Such responsibility involves supervising the activities of a number of libraries providing direct services to various communities within the assigned library district, including two or more libraries which have been designated by management to provide more comprehensive, in-depth reference collections and specialized materials, in addition to basic materials, to meet broader-based, more specialized needs of the community/population served. Generally, more resources are allocated to these types of libraries in order to facilitate the provision of the level of materials and services required.
Because of the scope and intensity of library services demanded by the communities served, a position of this type has substantial responsibility for providing administrative support and exercising a high degree of professional judgment in facilitating the adequate provision of resources, library services and material within the assigned library district.

Type B: Plans, organizes, directs and coordinates the activities of the Hawaii State Library, which serves as the major State resource center and provides comprehensive, in-depth collections and complex specialized professional library services. A position of this type has overall responsibility for managing the operation of the Hawaii State Library (HSL), which includes supervising the activities, through subordinate supervisors, of a significant staff of professional librarians engaged in materials selection for the Hawaii State Public Library System, and the development and maintenance of comprehensive, in-depth collections; and the provision of extensive bibliographic and reference services, within specialized subject fields.

Type C: Plans, organizes, directs and coordinates the activities of a centralized processing center which provides consolidated ordering, cataloging, physical processing and bindery of books and non-book materials for public libraries and public school libraries, on a statewide basis. Such responsibility involves supervising through subordinate supervisors, a large staff of professional librarians and subprofessional support personnel who are responsible for carrying out the functions of the center. A position of this type has overall responsibility for the formulation of policies and procedures, and the coordination and integration of services, which requires careful consideration to insure that the needs of the operating units served are being met; policies and procedures are in conformance with laws, rules, and regulations, the philosophy of the Hawaii State Public Library System (HSPLS), and accepted principles and practices of librarianship.

Examples of Duties:

Type A: Plans, organizes, directs and coordinates library services provided by a number of library facilities serving various communities, including two or more libraries which have been designated by management to provide more diversified and comprehensive, and specialized materials, within an assigned library district; provides support in justifying new programs and/or projects (e.g., reference updates, indexing projects) that will serve to enhance library services within the district and/or which may be shared with other libraries; develops, recommends and implements direct services by interpreting the needs of the communities served; applies statewide (Hawaii State Public Library System) 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 in the library district; prioritizes the need for repair and alteration of library facilities within the library district; prepares operating budgets and annual 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 development and establishment of plans, policies, goals and objectives for the overall library system.

**Type B:** Plans, organizes, directs and coordinates the operation and provision of services of the Hawaii State Library; supervises, through subordinate supervisors, a large staff of professional librarians (who are engaged in selecting materials for the Hawaii State Public Library System), developing and maintaining comprehensive, in-depth collections, and providing extensive bibliographic and reference services within assigned subject fields), and subprofessional support staff; oversees the preparation, publication and distribution of various bibliographic reference sources (e.g., indexes, catalogs, serials listings, etc.); may recommend the adoption of new technologies/services (e.g., material formats, information retrieval systems), to improve services provided by the Hawaii State Library and/or the HSPLS; participates in implementing and evaluating new technologies/services in the Hawaii State Library, as a test site; establishes and maintains relations with other large state, municipal and foreign library personnel, community organizations and agencies; keeps abreast of socio-economic and demographic characteristics of the clientele and communities served, and makes recommendations to provide appropriate library services to meet their needs; allocates funds for materials to library units; facilitates the purchase of supplies and equipment; prioritizes the need for repair and alteration of the library facility; prepares operating budgets and annual expenditure plans; handles personnel matters and grievances; 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 development and establishment of plans, policies, goals and objectives for the overall library system.

**Type C:** Plans, organizes, directs and coordinates the activities of a centralized processing center which involves supervision, through subordinate supervisors, of a large staff of professional librarians and subprofessional support personnel who are responsible for the ordering, cataloging and classifying, physical processing and bindery of book and non-book materials for public libraries and public school libraries; develops and recommends policies and procedures for the operation of the center; initiates and coordinates changes in work procedures and operations to insure efficient provision of services; confers with public library and school library system personnel regarding any problems with services provided by the center; researches, evaluates and implements
time and labor-saving methods; directs the preparation of input data for the execution and maintenance of various cycles in the automated system; directs the generation of computer reports from the automated system; prepares contract specifications for the negotiation of contracts for the purchase of books, other library materials and supplies; prepares operating budgets and annual expenditure plans; monitors expenditures for conformance with expenditure plans; maintains production records; handles personnel matters and grievances; corresponds and deals with public and school library personnel, publishers, and jobbers and/or their representatives, and various vendors (books, equipment, supplies); provides for a safe environment for subordinate staff; prioritizes the need for alteration and repair to the facility; 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.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower level:

Knowledge of: Demonstrated knowledge and leadership, of professional library work; principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate a program of library services of substantial scope, intensity and/or complexity; supervise a significant staff of professional librarians and subprofessional positions.

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

Effective Date: November 1, 1987

DATE APPROVED: 8/23/89 /s/ Diana H. Kaapu
ALFRED C. LARDIZABAL
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