

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

LIBRARY PROGRAM ADMINISTRATOR

Position Code: K4910

DISTINGUISHING FEATURES OF THE CLASS

Subject to department management approval, performs highly responsible professional and administrative librarian work in the administration, direction and evaluation of the Library Development Division of the Illinois State Library; serves as consultant to the Director for library development programs and data base services.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes, administers and evaluates the activities of the Library Development Division engaged in providing professional consulting and data base services to libraries and library systems throughout the State of Illinois.
2. Serves as administrative advisor to the Director in library development program; participates in overall planning and coordination of library programs throughout the Library.
3. Executes personnel and public relations activities; develops budget proposals for the Division.
4. Coordinates Division programs with other library programs activities and the library community; coordinates the monitoring of grants of Federal and State monies; exercises responsibility for liaison work with Research and Reference Center and the administration of the annual report program.
5. Represents the Illinois State Library to library boards, library trustees, library directors, or other groups or organizations interested in or active in library development programs.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a Master's degree in library science, preferably from an institution accredited by the American Library Association, and five years of professional managerial librarian experience in a variety of types of libraries with an emphasis on networking and inter-library cooperation.

LIBRARY PROGRAM ADMINISTRATOR (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of professional library principles, methods, materials and practices, especially as they relate to program administration.

Requires thorough knowledge of inter-library systems, library automation techniques and library development theory.

Requires thorough knowledge of library materials and their value to the library.

Requires thorough knowledge of physical and operational needs of libraries.

Requires ability to direct and coordinate library development and data base functions as they relate to libraries.

Requires ability to interpret library policies, objectives and statutes to library boards, trustees, and directors and private and public groups.

Requires ability to administer and direct high level professional staff activities.

Requires ability to analyze technical reports and to draw conclusions on which to base administrative decisions.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - January 12, 1982

Effective - December 16, 1981

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year