

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

LIBRARY PROGRAM MANAGER I

Position Code: K4921

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, plans, organizes and directs a specialized professional library program function; directs and supervises professional and support staff; serves as professional expert for program function managed.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs and evaluates a specialized professional library program function such as circulation, reference services, inter-library loan or equivalent program areas.
2. Participates in the development of library policies; establishes, revises and implements work procedures, work standards and work routines; evaluates staff performance, program effectiveness and recommends budgetary actions.
3. Serves as professional expert in the program function.
4. Coordinates program function activities with other management, professional or supervisory staff.
5. Attends meetings, conferences or seminars to keep abreast of library policy changes and new developments in the field of library science.
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 two years of professional supervisory library experience.

Knowledge, Skills and Abilities

Requires thorough knowledge of professional library principles, methods, materials and practices as they relate to all phases of library operations.

Requires thorough knowledge of research and reference procedures.

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

LIBRARY PROGRAM MANAGER I (Continued)

Requires extensive knowledge of library management practices.

Requires ability to analyze complex research, reference, and cataloging or accessioning problems and make recommendations as to the resolution.

Requires ability to interpret library policies, objectives and facilities to public officials and the general public and to establish and maintain favorable public relations.

Requires ability to determine and satisfy the requirements of scholars, government representatives, professional staff, historians and other library patrons.

Requires ability to analyze situations accurately and adopt effective course of action.

Requires ability to manage, train and instruct employees in library science techniques and procedures.

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 - March 9, 1982

Effective - March 16, 1982

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year