

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

LIBRARY PROGRAM MANAGER II

Position Code: K4922

DISTINGUISHING FEATURES OF THE CLASS

Subject to department management approval, plans, organizes, directs, and evaluates a major library program; supervises and directs professional and management staff; serves as administrative and program consultant to the Director for the program.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes, administers and evaluates a major library program at the division level such as cataloguing, information services, acquisitions, data base services or an equivalent program area.
2. Serves as an administrative advisor to the Director in the program area of assignment; participates in overall planning and coordination of library programs throughout the library.
3. Develops, revises and establishes the policies and procedures for the program.
4. Recommends personnel actions for subordinate staff; finalizes proposed budgetary materials for Director's review.
5. Coordinates operations of programs administered with other administrative, management and professional staff.
6. Attends meetings, conferences and seminars to keep abreast of library policy changes and new developments in the field of library science.
7. 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 managerial librarian experience.

Knowledge, Skills and Abilities

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

LIBRARY PROGRAM MANAGER II (Continued)

Requires thorough knowledge of reader interest levels and wide knowledge of books and authors.

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

Requires ability to direct and coordinate specialized library functions.

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

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

Requires ability to supervise, train and instruct employees in the methods, techniques and procedures utilized.

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