

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Librarian Administrator

SERIES NO.:
6432

MAJOR AGENCIES:
All Agencies

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the librarian administrator occupation is to provide information by selecting, organizing & retrieving books & other media that meet the needs of the clientele served.

The supervisory & administrative classes are responsible for various size functions within the State Library Board.

The librarian series is distinguished from the paraprofessional library associate by the requirement for a theoretical knowledge base from which to plan & implement library programs.

CLASS TITLE:
Library Administrator 1

CLASS NUMBER:
64320

EFFECTIVE DATE:
06/22/1990

CLASS CONCEPT:

The first level managerial class works under administrative direction & requires thorough knowledge of library policies, principles & practices in order to plan, direct & evaluate assigned library program & supervise library staff.

CLASS TITLE:
Library Administrator 2

CLASS NUMBER:
64321

EFFECTIVE DATE:
06/22/1990

CLASS CONCEPT:

The second level managerial class works under administrative direction & requires thorough knowledge of library policies, principles & practices in order to serve as deputy to State Librarian in management of overall state library program & supervise library staff.

CLASS TITLE Library Administrator 1	CLASS NUMBER: 64320	BARGAINING UNIT: EX
---	-------------------------------	-------------------------------

EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs & coordinates library service or program in assigned geographic or functional area (e.g., special projects, library development, technical services, reference services), provides & coordinates technical assistance & consultant services for library personnel & interested groups, analyzes all aspects of program operation & makes recommendations for changes as needed.

Supervises employees directly & through subordinate supervisors.

Participates in policy formulation, interpretation & procedural planning for library systems & programs; analyzes & makes recommendations concerning use of federal & state subsidy programs in relation to library objectives; administers federal funds for cooperative programs; monitors & evaluates assigned funded projects; prepares administrative reports; assists in budget preparation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of library science & technology; supervisory principles/techniques or management; project/program management; public relations; budgeting*. Ability to deal with many variables & determine specific action (e.g., research procedures, policy development & interpretation); develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; use proper research methods for gathering data; develop good rapport with library staff, officials &/or community representatives; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; establish friendly atmosphere as administrator.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in library science as required by college or university; 6 yrs. exp. in librarian position; 18 mos. trg. or 18 mos. exp. in management, supervision &/or administration.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evenings or weekends.

CLASS TITLE Library Administrator 2	CLASS NUMBER: 64321	BARGAINING UNIT: EX
---	-------------------------------	-------------------------------

EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers operations of library division, plans, directs & coordinates division programs & services & analyzes & evaluates objectives of programs.

Formulates policies & procedures for division operations; assists in overall policy development & evaluation for library; administers & reviews federal & state subsidy programs; prepares administrative reports; assists in budget preparation.

Provides special consultant services & technical assistance to library personnel in state, federal & public agencies; coordinates work of division with other major libraries, library administrators & universities.

Supervises employees directly & through subordinate supervisors.

MAJOR WORKER CHARACTERISTICS:

Knowledge of library science & technology; public relations; public administration, project/program management, &/or supervisory principles/techniques; budgeting. Ability to deal with many variables & determine specific action (e.g., research procedures, policy development & interpretation); develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; develop & maintain good rapport with library staff, officials, public agencies &/or community representatives; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; establish friendly atmosphere as administrator.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in library science as required by college or university; 7 yrs. exp. in librarian position; 24 mos. trg. or 24 mos. exp. in management, supervision &/or administration.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.