

Library Director

DESCRIPTION OF WORK: The position in this banded class serves as the State Librarian of North Carolina and directs all programs of the State Library; provides state-wide leadership to public libraries in North Carolina; develops collaborative programs and services with library leaders of the UNC System, the N.C. Community College System, the N.C. Independent Colleges and Universities, and the N.C. Dept. of Public Instruction; develops and implements long-range strategic planning; develops policies; manages fiscal and personnel operations; manages and administers state aid to public libraries and grant programs; advocates for library services for all citizens of North Carolina; and ensures effective organizational management to accomplish the State Library's mission and goals.

EXAMPLES OF COMPETENCIES:

Professional Knowledge: Demonstrated knowledge of and ability to apply the practices, policies, and trends of Library Science and Information Resources; demonstrated skill and ability in developing innovative, customer-oriented library services; demonstrated knowledge of the policies, practices, trends, and issues associated with providing electronic access to library data, collections, and information; demonstrated knowledge of and skill in administering grant programs; and demonstrated knowledge of digital preservation issues, trends, and current technologies.

Organizational Awareness and Commitment: Demonstrated understanding of and commitment to the State Library's mission, how specific branches function and relate to other branches, and the resources available to provide library services to the State, the citizens of North Carolina, and the general public.

Strategic Planning: Demonstrated ability to build long-range plans to fulfill legislative or mission driven organizational goals; identifies organizational structures and systems needed to support identified goals.

Building Partnerships: Demonstrated ability to build and use collaborative relationships to facilitate the accomplishment of program goals; seeks and identifies opportunities to build strategic relationships between State Library, local governments, stakeholders, the Legislature, state agencies, or other organizations.

Human Resources Management: Recruits, selects, develops, counsels, disciplines, and evaluates performance of employees to retain a diverse workforce; administers and ensures compliance with human resources policies and procedures.

Communication Skills: Demonstrated ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience; ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure they understand the information and the message; ability to listen and respond appropriately to others.

Change Management: Ability to plan and implement change initiatives; ability to support innovation and creativity by encouraging staff to accept and resolve challenges; ability to remain flexible to meet constantly changing and sometimes opposing demands.

Grants Management: Knowledge of appropriate policies and procedures for financial monitoring and compliance of federal grants and state aid programs pertaining to Library programs and services.

Advocacy Skills: Demonstrated ability to develop and promote library services for all citizens of North Carolina.

MINIMUM TRAINING AND EXPERIENCE:

Master's degree in library and information science or a related discipline and five years of professional librarian experience, of which three years are supervisory. Degree must be received from appropriately accredited (ALA) institutions or regionally accredited programs in North Carolina.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.