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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#14-20

March 10, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ASSISTANT ADMINISTRATOR,
STATE LIBRARY SERVICES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at bgghan@admin.nv.gov no later than April 7, 2020.

If no written objections are received in this office by April 7, 2020, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #12-20
Posting Expires: April 7, 2020

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.108	Assistant Administrator, Library & Archives	41	A	<i>4.108</i>	<i>Deputy Administrator, State Library, Archives and Public Records</i>	<i>41</i>	<i>A</i>

Basis for Recommendation

At the request of the Nevada State Library, Archives and Public Records (NSLAPR) Division, the Division of Human Resource Management (DHRM) recommends revisions to the Assistant Administrator, Library & Archives class specification. It was determined that the duties performed by incumbents in the Assistant Administrator, State Library Services, and the Assistant Administrator, Archives & Records, both of which are proposed to be abolished, are identical to duties performed by incumbents in this class. Therefore, it is recommended that these three classes be combined into the 4.108 Assistant Administrator, Library & Archives class and that this class specification be retitled to Deputy Administrator, State Library, Archives and Public Records to reflect the correct name of the agency. DHRM recommends the class concept be revised to update duty statements and reflect technological and industry terms. Additionally, minor revisions are recommended to be made to the minimum qualifications to clarify the various ways applicants may qualify. An informational note was added to clarify that specific education and or experience would be identified at the time of recruitment.

Incumbents in this class plan, organize, coordinate, direct and evaluate section functions that include selection, maintenance and deselection of collections in all formats; cataloging; circulation; document delivery/interlibrary loan; government documents; Libraries for the Blind & Physically Handicapped; reference; serials and the State Data Center. Additionally, oversee accessioning and preservation of governmental records and private manuscripts determined through appraisal to have permanent value; arrangement of documents according to accepted archival principles, preparation of retrieval aids to ensure maximum accessibility to users; make available and perform research in special collections, published library materials and official records of continuing value; establish efficient and cost-effective programs for the maintenance, use, retention and disposition of government records statewide; provide consultative services to libraries, archives and information repositories throughout the State; serve as an advocate for the information management community in areas of public libraries, Web services, literacy, access for those with physical limitations, digital library, archives access, and other technology projects that support the mission of the NSLAPR Division.

Throughout the review, management within NSLAPR and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 7, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 10, 2020



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[ASSISTANT] DEPUTY ADMINISTRATOR, STATE LIBRARY, [&] ARCHIVES [DEVELOPMENT] AND PUBLIC RECORDS	41	A	4.108

Under [administrative] general direction [~~of The Administrator~~], manage the Library, [&]Archives [Development] and Public Records (NSLAPR) program; plan, organize, coordinate, direct and evaluate [the] section functions that include selection, *maintenance and deselection of collections in all formats, cataloging, circulation, document delivery/interlibrary loan, government documents, Libraries for the Blind & Physically Handicapped, reference, serials and the State Data Center. Additionally, oversee accessioning and preservation of governmental records and private manuscripts determined through appraisal to have permanent value; arrange records according to accepted archival principles; prepare retrieval aids to ensure maximum accessibility to users; make available and perform research in special collections, published library materials and official records of continuing value; establish efficient and cost-effective programs for the maintenance, use, retention and disposition of government records statewide*; provide[ing] consultative services to libraries, archives and information repositories throughout the State; serve as an advocate for the information management community in areas of public libraries, Web services, literacy, accesses for those with physical limitations, digital library, archives access, and other technology projects that support the mission of the [Nevada State Library & Archives (NSLA)] *NSLAPR Division*; perform the duties of the Administrator as required.

Supervise subordinate employees; assign and review work; evaluate employee performance; ensure appropriate disciplinary action is taken; provide training opportunities to accomplish NSLAPR objectives and provide for employee development; *ensure training is completed in line with requirements and deadlines*.

Develop goals and objectives of library [and], archives *and records management programs* development in accordance with statutory requirements, [the agency] NSLAPR master plan, and the statewide master plan; plan and organize staffing and other resources to meet the needs of new or changed programs and services; appoint NSLAPR staff to work on statewide library, *archives and/or records*-related projects and committees; serve as a consultant to other libraries, *archives, public records management* [and] agencies in fulfillment of statutory duties and in response to requests.

Oversee the financial management of federal and State grants to libraries, archives and information repositories; plan and coordinate the statewide automation of library, archives, *public records* and information management procedures and services; work with other librarians, archivists and information/*records* management professionals throughout the State to integrate all services and plans of the NSLAPR with statewide plans; advise and report to management regarding statewide development needs; advise, consult and train staff in local libraries, archives, *public records* information repositories and governing authorities.

Provide professional advice and technical assistance through on[-]site visits and telecommunications or written correspondence with government officials, library staff and library boards of trustees, information management associations, professional organizations and citizen groups to coordinate library, archives and information repository services and [building] projects [~~; facilitate the planning and construction phases of library, archives and information repository building projects to ensure projects meet current and projected service requirements~~].

Design and implement statewide training programs to complement regional offerings; develop and present annual orientation/training workshops to public library [and], archives *and* records management boards statewide; integrate program and [agency] *the NSLAPR* training goals; establish, interpret and/or recommend measurements or standards used to monitor and evaluate information management programs [~~; coordinate NSLA's role in the integration of information management systems in Nevada~~].

Represent the ~~[State Library:]~~ *NSLAPR and act on behalf of Administrator as requested, in discussions with ~~[to]~~ the media , boards, councils, commissions, officials, and the other public professional and community groups, for insights and to make official decisions;* coordinate public relations activities to ensure that consistent and accurate information is disseminated; participate in professional organizations, meetings, seminars and conferences and contribute to professional literature; oversee and participate in the development of training, promotional materials, exhibits and presentations to citizen, business, and professional groups.

Develop policy and procedure for ~~[the section]~~ *NSLAPR* within statutory authority; recommend legislation to the Administrator; *monitor legislative bills related to NSLAPR; administer process to update the Nevada Administrative Code as needed;* oversee and participate in the development and presentation of State and national grant applications and funding proposals to enhance programs and services; negotiate and administer licensing agreements and contracts; oversee contract and grant development and the administration and hiring of contract staff for grants and other special projects; monitor progress of projects and submit interim and final project reports.

Develop ~~[the section]~~ *NSLAPR* budget, determine budget priorities and finalize for submission to the Administrator for review and approval; attend administrative budget hearings and legislative committee hearings to present the budget and special appropriation requests, justify proposed ~~[agency]~~ *NSLAPR* expenditures and answer questions.

Perform related duties as assigned.

INFORMATIONAL NOTE:

- * *Some positions may require specific education and/or experience which will be identified at the time of recruitment.*

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master’s degree ~~[in a program]~~ accredited by the American Library Association ~~[or a Master’s degree from an accredited college or university in history, public administration or closely related field]~~ and five years of ~~[increasingly responsible]~~ professional library and/or archival~~[es management]~~ experience *in an administrative capacity* which included *duties such as* developing library and/or archival program policies; developing and implementing work plans; developing and managing public and private grants; developing and monitoring a budget; ~~[and]~~ managing, evaluating and revising programs, *and/or supervision of professional staff* ~~[At least two years of experience must have included managerial and administrative responsibility for program and policy development, supervising professional staff and overseeing a comprehensive library and/or archives management program];~~ **OR** certification as a Certified Archivist and five years of experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: professional library and archives principles, practices, methods, materials and equipment; *public records laws and procedures;* principles of management and supervision; grant application and management practices; current issues in information services including library and archives planning, *records management,* administration, public and technical services; current library automation technologies. **Working knowledge of:** available reference and research resources; governmental budgeting, accounting, and purchasing principles and practices. **Ability to:** supervise and coordinate the work of professional, technical and library, *archives and records management* support staff performing multiple functions; analyze, interpret and apply statistical information; evaluate and adjust priorities in response to changing directives and organizational and client needs; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies; read, interpret and explain legal, technical and professional documents; draft legislative proposals; communicate effectively orally and in writing with groups and individuals from diverse cultural and economic backgrounds; speak to individuals and groups to obtain information, explain policies, provide training and coordinate activities; establish and maintain cooperative working relationships with others; develop, analyze, justify and administer

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

~~[the-section]~~ **NSLAPR** budgets; organize and manage the provision of information resources to a diverse clientele, using a wide variety of formats, technologies and equipment; develop and implement space and facility management plans; develop and implement policies and procedures; represent ~~[the-agency]~~ **NSLAPR** to the media, statewide committees, elected officials, the business community, and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the political and social context in which Nevada libraries, **archives, public records** and information centers function; federal, State and local statutes and regulations applicable to library administration; State executive and legislative branch processes, statutes, rules and regulations pertaining to program administration. **Ability to:** represent ~~[the-section]~~ **NSLAPR** and its programs at hearings and public meetings; accomplish long- and short-term goals and objectives of ~~[the-agency]~~ **NSLAPR**.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

4.108

ESTABLISHED: 7/1/74
REVISED: 10/16/75
REVISED: 7/1/89R
3/13/90PC
REVISED: 7/1/91P
3/13/90PC
10/19/90-3
REVISED: 7/1/03P
3/22/02PC
REVISED: 4/7/20UC