



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 ADMINISTRATOR, STATE LIBRARY SERVICES	41	A	4.107

Under administrative direction of the Administrator, manage Nevada State Library Services; plan, organize, coordinate, direct and evaluate the section functions including, but not limited to, acquisitions; cataloging; circulation; collection maintenance; document delivery/interlibrary loan; government documents; Libraries for the Blind & Physically Handicapped; reference; serials and the State Data Center; perform the duties of the State Librarian as required.

Supervise subordinate supervisors; assign and review work; evaluate employee performance; ensure that appropriate disciplinary action is taken; and provide training opportunities to accomplish Nevada State Library & Archives (NSLA) Division objectives and provide for employee development.

Direct the development of management programs and associated policies and procedures to ensure the implementation of the Library Services mission in meeting the needs of State agencies, local government and the general public.

Develop goals and objectives of library services in accordance with the requirements of the agency administrator or statute, agency master plan, and statewide master plan; plan and organize staffing and other resources to meet the needs of new or changed programs and services; appoint NSLA staff to work on statewide library-related projects and committees; serve as a consultant to other libraries and agencies in fulfillment of statutory duties and in response to requests.

Develop policy and procedure for the sections within statutory authority; recommend legislation to the Administrator; oversee and participate in the development and presentation of State and national grant applications and funding proposals to further enhance programs and services; oversee contract and grant development, administration and hiring of contract staff for grant and other special projects; monitor progress of projects and submit interim and final project reports.

Develop the section budget in conjunction with subordinate managers; 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 section budget and special appropriation requests, justify proposed agency expenditures and answer questions.

Negotiate statewide licensing agreements and contracts.

Represent the State Library to the media; 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.

Respond to government or private researchers regarding inquiries which are complex or atypical in nature using published sources, finding aids and knowledge of the NSLA's holdings; retrieve all available information from the State Library on a given subject; refer researchers to other agencies, institutions, organizations, or individuals who may be of assistance if further research is warranted.

Prepare reports as required by statute, State officials, and the Administrator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and five years of increasingly responsible professional library experience which included grant application and management and budget preparation and monitoring. At least two years of the experience must have included managerial and administrative responsibility for program and policy development, supervising professional staff and overseeing a comprehensive library program.

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

Detailed knowledge of: professional library principles, practices, methods, materials and equipment; principles of management and supervision; grant application and management practices; current issues in information services including library planning, 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 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 the section budget; 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 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 and information centers function; federal, State and local statutes and regulations applicable to library administration; State executive and legislative processes; statutes, rules and regulations pertaining to program administration. **Ability to:** represent the division and its programs at hearings and public meetings; accomplish long and short term goals and objectives of the agency.

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.

4.107

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6/11/82PC
REVISED: 7/1/89R
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