

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3415

TITLE: LIBRARY PROGRAM MANAGER (formerly Library program Coordinator)

GRADE: S-28

DEFINITION:

Under direction, manages a comprehensive program or system-wide services (i.e., human resources function, collection management, cataloging, or Internet services); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Library Program Manager is distinguished from the Librarian IV in that the Library Program Manager manages a comprehensive program or system-wide services, whereas the Librarian IV manages regional library facilities or serves as an Assistant Library Program Manager.

The Library Program Manager is distinguished from the Library Branch Coordinator in that the Library Branch Coordinator plans, directs and coordinates the services and activities of multiple regional and community library branches, and centralized system service functions, whereas the Library Program Manager manages a comprehensive program or system-wide services.

ILLUSTRATIVE DUTIES:

Develops, plans, implements, and evaluates program services;
Facilitates implementation of library strategic initiatives across service areas;
Leads comprehensive projects with direct impact on branches, divisions and virtual customers;
Directs the library's provision and support for Internet services for public and staff;
Directs multiple work units and supervises professional staff;
Advises management on new policies, methods, or technologies and recommends changes in existing programs and procedures;
Aids library management in creatively solving program issues;
Develops short and long range objectives for program areas;
Prepares and administers program budget;
Manages contracts;
Assists in planning new facilities;
Represents the program area through committee assignments and presentations;
Represents the library in cross-agency and cross-organizational initiatives;
Plans ways to design and shape services for the future;
Tracks information industry developments to position the library to respond to and take advantage of change;
Leads agency efforts regarding identification, development, and implementation of new information technologies for the public and for staff;

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Provides advice and consultation regarding problems in program area;
Provides interpretation, guidance and training in the application of County rules and regulations, Federal and State laws and regulations, and national and international standards;
Interacts closely with other program managers and library operations personnel for maximum service delivery;
Conducts workshops and training for library staff and other organizations;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of professional library and administrative principles, methods, practices and materials;
In depth knowledge of information technology principles and methods;
Comprehensive knowledge of library and program area resources and methods and familiarity with current professional literature;
Knowledge of statistics and budget preparation;
Ability to identify, develop, and implement new system-wide services for customers;
Ability to work with other employees and to supervise staff relations, to manage departments and to supervise work groups;
Ability to develop and monitor training programs;
Ability to develop, formulate, and interpret policies orally and in writing;
Ability to devise objectives for program area; set goals, monitor progress, and evaluate success;
Ability to represent the library in the community and with the media;
Ability to supervise subordinate personnel to include recommendations on hiring, disciplining, and firing of employees;
Ability to prepare a variety of reports clearly and concisely;
Ability to work effectively with library staff, employees from other agencies, vendors, and the public;
Ability to analyze the needs of the community and to plan, develop and conduct appropriate services for targeted groups;

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an American Library Association (ALA) accredited library school PLUS four years of professional library experience including two years in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board for Certification of Librarians.

REVISED: January 3, 2008
APPROVED: October 25, 1982