



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 1223

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**ASSISTANT DIRECTOR, STATE LIBRARY**

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**SCOPE OF WORK:**

Individuals in positions assigned this classification perform work activities associated with managing an administrative and/or functional unit within the State Library. Additionally, individuals assist the Director in a range of areas, including but not limited to, program planning and implementation, agency administrative matters, etc. Two different areas of responsibility are reflected in this class, one dealing primarily with administrative and library development services, the other dealing primarily with information services. Overall, duties and levels of responsibilities are similar.

**DUTIES PERFORMED:**

- Plan, organize, direct, and control the activities of library development, administrative, or information services.
- Develop, implement, and enforce policies and procedures.
- Ensure compliance with state and federal laws, regulations, rules, and standards.
- Direct, monitor, and evaluate cooperative efforts to develop, improve, and promote library services at local, regional, and state levels.
- Participate in the development of short and long-range plans of the State Library.
- Develop, implement, and monitor unit goals and objectives; participate in the development and implementation of State Library plans, goals, and objectives.
- Participate in the negotiation and coordination of service or resource sharing contracts.
- Prepare, monitor, and account for unit or agency budgets, grants, and accounting records.
- Develop and coordinate the staffing function of library units.
- Represent the Director and the Library before colleagues and public officials at meetings, workshops, conferences, conventions, etc.
- Conduct needs assessments, research, or analysis on issues as required and provide recommendations to Director.
- Plan, direct, and evaluate the work assigned to professional, paraprofessional, and support staff involved in library development, administrative, or information services.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

The position dealing primarily with information services requires a master's degree in library science (MLS) from an American Library Association (ALA) accredited school and five years of professional library experience, of which three years included management responsibility. The position dealing primarily with administrative and library development services requires a master's degree in library science from an ALA accredited school and five years of professional library experience, three years of which

involved management and financial responsibilities. A bachelor's degree in business or public administration supplemented with three additional years of professional library experience may be substituted for the MLS.

Eff. Date: 7/76 - Library Director I

Rev: 6/93 - Changed title, rewritten, grade change

Reviewed: 10/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System; \*Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12