



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1224

STATE LIBRARIAN

Grade P

SCOPE OF WORK:

Work involves directing the State Library and all its services in accordance with NDCC 54-24. This position reports to the Superintendent of Public Instruction.

DUTIES PERFORMED:

- Plan, direct, administer, and coordinate state and statewide library, research, and information services in accordance with statutory responsibilities.
- Promulgate rules, regulations, policies, and procedures.
- Develop goals and objectives for the development, implementation, and evaluation of library, research, and information services.
- Represent the State Library before federal, state, and local officials, educational administrator, colleagues, and the public and serve on various boards and councils.
- Assess, develop, improve, and promote statewide library, research, and information services.
- Administer grants awarded to public, school, and academic libraries.
- Develop, manage, and account for multi-source budgets.
- Ensure appropriate staffing levels; manage assigned staff; develop and implement work standards and performance management measures; provide for training of staff; assign work duties as appropriate.

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

MINIMUM QUALIFICATIONS:

Requires a master's degree in library and information science and five years of library administration work experience.

Eff. Date: 7/76 (Library Director II)

Rev: 4/94 - Redesign of class

Rev: 11/13 – Revised scope, duties, and minimum qualifications