

STATE OF CONNECTICUT
Connecticut State Library

State Library Division Head

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!](#)

Open To: Public (no exam necessary)
Location: 231 Capitol Ave, Hartford CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$88,505 new state employees (MP67)
Closing Date: **May 13, 2012**

PURPOSE OF CLASS: In the State Library, this class directs and coordinates the administration of all operations of the Division of Library Development.

SUPERVISION RECEIVED: Works under the general direction of the State Librarian.

SUPERVISION EXERCISED: Supervises a medium number of professional technical and clerical staff of the assigned division.

EXAMPLES OF DUTIES: Supervises and coordinates the operations of and services rendered by the Division of Library Development; conducts work flow studies and operational analyses; makes policy recommendations at the division level; coordinates the implementation of division reorganizations; implements program revisions; directs special projects; makes budget recommendations; supervises statewide programs of division structures; conducts management training; supervises and evaluates division staff; does related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of modern principles of library science; established administrative ability; established supervisory ability. Knowledge of information content delivery in an electronic environment; Knowledge of state government, the processes of policy and legislation, and of the relationships of state government to the public, and to local government; Knowledge of public library services, administration, and standards, including current developments, trends and problems; Knowledge of budgeting, public library finance, grant proposals, and applicable federal and state law; Comprehensive knowledge of library administration and practice, current developments and trends; Demonstrated commitment to public service; Ability to provide and oversee consulting in best management and librarianship practices; Ability to develop and build partnerships with agencies and groups at the local, state, and national level; Ability to be a leader in statewide library development; Skill in working with various library organizations and governance structures; Ability to manage statewide library programs such as Connecticar, Connecticutcard, and iCONN; Ability to exercise independent judgment and to maintain confidential integrity as required; Ability to actively participate in national and regional library development activities and organizations; Skill in managing personnel, including use of appraisal systems; progressive discipline; developing professional and technical staff; and maximizing creativity and participation of staff in decision making; Skill in managing fiscal resources, including developing budgets, monitoring expenditures within a budget, planning and supervising federal and state funds used for programs; Skill in planning, setting goals and objectives, coordination of implementing programs, and using outcomes based evaluation; and Ability to communicate effectively and clearly in writing and orally. Ability to keep supervisors and staff informed through a variety of methods. Ability to conduct meetings and participate in teams. Strong interpersonal skills.

EXPERIENCE AND TRAINING: General Experience: A Master's degree in library science or information science from a library school accredited by the American Library Association and five (5) years of post graduate degree experience in professional library work.

Special Experience: Two (2) years of the General Experience must have been as a library director or assistant director, State Library consultant, or director of a major department of a library or library system and should include personnel and fiscal management.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: **(860) 622-4921** (preferred method of submission)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.