**POSITION DESCRIPTION**

**DIVISION OR INSTITUTION**
Administration

**UNIT OR OFFICE**
State Librarian’s Office

**COUNTY OF EMPLOYMENT**
Franklin

This row is for Information Technology classifications ONLY

**PRIMARY TECHNOLOGY (IT ONLY)**

**SECONDARY TECHNOLOGY (IT ONLY)**

**JOB CODE**
61614

**JOB TITLE (CLASSIFICATION)**
Executive Director 4

**POSITION NUMBER**
20010314

**USUAL WORKING TITLE OF POSITION**
State Librarian

**POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR**
10000000 – State Library Board

- Reclassification
- New Position
- Update
- Position Hyperlinked to Agency Organizational Tree

**NORMAL WORKING HOURS (Explain unusual or rotating shift):**
7:00 AM – 6:00 PM Monday through Friday as set by supervisor. Requires some evening & weekend work. Overnight travel required.

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

<table>
<thead>
<tr>
<th>%</th>
<th>Job Duties in Order of Importance</th>
<th>Knowledge Skills &amp; Abilities</th>
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</thead>
<tbody>
<tr>
<td>60</td>
<td>The fourth executive-level works under administrative direction &amp; requires thorough knowledge of management in order to act as chief executive officer of board responsible for provision of statewide library services (i.e. State Library of Ohio). These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned. The State Librarian shall provide leadership and articulate a vision for statewide library services; act as an advocate for Ohio’s library community; provide leadership in the networking of the library community; utilize new technologies to assist with resource sharing initiatives; represent the State Library at relevant local, state, and federal conferences and meetings; provide testimony at state budget hearings which impact library funding; work closely with legislators on funding issues and programming initiatives in accordance with Revised Code 3375; recommend to the State Library Board the boundaries for public library service areas; and act as liaison for the State of Ohio concerning library issues.</td>
<td>Knowledge of: Budgeting (e.g. forecasting future operational activities &amp; converting projections into monetary terms to plan &amp; monitor expenditures within specified fiscal authority); Management (e.g. executive level authority to develop, control &amp; direct operations to achieve defined objectives with maximum efficiency); Workforce Planning (e.g. analysis of present staffing requirements &amp; determination of projected staffing patterns to best utilize available human resources); Public Relations (e.g. assigned responsibility for establishing &amp; sustaining beneficial business relationships or appropriately representing the State Library in public); Human Relations (e.g. attitudes &amp; actions which perpetuate good working relationships &amp; reflect positively on the State Library); Office Management (e.g. analysis, organization &amp; direction of office operations including evaluation of office production &amp; establishment of procedures within administrative guidelines); Agency Policies &amp; Procedures* (e.g. policies &amp; procedures specific to internal operations of the State Library); Government Structure &amp; Process, Organization (e.g. operation of state or federal government agency, program or activity, public hearing procedures, guidelines for filing administrative rules, etc.); Interviewing (e.g. limited interpretation or evaluation of responses &amp; manner in which information is presented); Business (e.g. limited understanding of real estate processes); Humanities (i.e. Library Science).</td>
</tr>
<tr>
<td>40</td>
<td>The State Librarian shall serve as the executive director for the State Library of Ohio; serve as the appointing authority (e.g. formulate policy, hire, direct, assign, supervise, delegate, and/or remove staff); be responsible for administering Ohio’s library development program; administer library programs (e.g. State Documents Depository, Federal Regional Documents Depository, Research Services, Catalog Services, Library Development, Talking Book Program, etc.); work with the State Library Board to develop long range plans and biennial budgets; receive and disburse funds; be responsible for public relations, publicity, and marketing the State Library of Ohio services and programs; serve as the Secretary to the State Library Board; and perform other executive level duties as assigned by the State Library Board.</td>
<td>Skill in: equipment operation (e.g. personal computer, photocopier, printer, etc.). Ability to: understand most difficult classes of concepts; deal with many variables &amp; determine specific action (e.g. library boundaries, budget hearing prep., etc.); use statistical analysis; prepare contracts &amp; leases; present on library science related information to library groups; develop good rapport with customers; resolve complaints from angry customers &amp; government officials. (*) Developed after employment.</td>
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</table>

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**LIST POSITION NUMBERS & CLASS TITLES OF POSITIONS DIRECTLY SUPERVISION**

<table>
<thead>
<tr>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>20010315 – Admin Asst 3</td>
<td>20010365 – Library Admin 2</td>
</tr>
<tr>
<td>20010315 – Admin Asst 3</td>
<td>20010379 – Library Admin 2</td>
</tr>
<tr>
<td>20010323 – Admin Off 3</td>
<td>20010332 – MAS 1</td>
</tr>
<tr>
<td>20010378 – IT Manager 1</td>
<td>20010316 – Library Admin 2</td>
</tr>
</tbody>
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An Equal Opportunity Employer