

# **LIBRARY DIRECTOR 1**

## **GENERAL**

This level is assigned to positions which function as a Manager or Director in the largest libraries within the Manitoba Government structure and will be responsible for the direction, co-ordination, long range planning, development and administration of a total library service and the program, policies, staffing and budgets.

## **TYPICAL DUTIES**

Directs and supervises a large staff consisting of librarians, technicians and administrative support.

Develops and administers library procedures and standards.

Works with professional staff and library users to provide effective library services.

Will provide consultant and advisory services.

May integrate and organize library and audio-visual services and materials.

Prepares estimates and administers the budget.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge and Experience**

Degree in Library Science from an accredited library school with seven to ten years of library experience of which three years will have been in a supervisory or administrative capacity.