Job Classification Specification

Library and Museum Director 1

Position Summary

This is the third level in the Library and Museum management series. Manages, plans, and implements policies and programs for a single large and complex library or museum; or multiple branch library or museum operations. Position at this level is responsible for identifying new initiatives and directing significant programs. Functions under broadly defined goals with a very high degree of autonomy.

Typically manages a diverse team through subordinate supervisors.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Responsible for the strategic alignment, long-term planning, and management oversight for a major college, campus, or University-wide library brand or museum services.

Leads, develops, and directs the short-term and long-term strategies supporting unit objectives, ensuring alignment with University goals and policies.

Initiates and establishes partnership with internal and outside organizations. Represents the unit in local, regional, and national meetings.

Manages and prioritizes the unit goals to best fulfill the goals of facilitating University academic and educational missions.

Partners with senior leadership to cultivate a work environment which attracts rewards, engages, and develops high performing employees.

Develops, reviews and monitors assigned budgets. Forecasts unit expenses, which involves reviewing and analyzing statistical and historical data; considering the impact of identified internal and/or external variables.

Typically deals with complex and new situations, requiring multiple touch points with various stakeholders.
Responsible for leading a team of professional library or museum professionals and supervisors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, promotion, reward, termination, and disciplinary decisions.

**Tactical Role**

Determines how to achieve the directives set by the institution's strategy and top executive leadership generally by developing new systems, new products/offers, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

**Scope of Measurable Impact**

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

**Independence and Decision-Making**

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

**Complexity and Problem Solving**

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

**Required Qualifications**

Bachelor’s degree and **12** years of related experience to include significant management experience. Some positions may require Master’s degree.

Effective 1/2/14