Job Classification Specification

Library and Museum Director 2

Position Summary

This is the fourth level of Library and Museum management series. The position has the responsibility to direct University-wide library or museum systems and services to ensure the organization's current and future goals are met. Position at this level is accountable for the performance of assigned functions with significant responsibility to formulate and administer strategies and policies that affect system-wide library or museum systems.

Typically manages a large and diverse team through subordinate managers and 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.)

Plans, develops, implements, coordinates, and evaluates policies and services for major system-wide library or museum systems and operations;

Oversees and has accountability for all administrative and operational activities, including setting priorities, discretionary control of a budget, legal compliance, adherence to University policies, and management of staff. Provides strategic vision and directs to staff through subordinate managers.

Partners with University and unit leaderships to identify the needs of the University and key stakeholders to ensure that the infrastructure and quality library and museum services are in place.

Responsible for cultivating a work environment which attracts, rewards, engages, and develops high performing employees.

Responsible for leading a large team of library or museum professionals and managers.
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/offerings, 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 at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Figures out how to get the institution from "here" to "there," creatively using only the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Bachelor’s degree and 15 years of related experience to include significant management experience. Some positions may require Master’s degree.

Effective 1/2/14