

Ohio University – Compensation 2014
Job Family: Library Services/Museum | Career Track: Management

Develops and implements library and museum services and programs that best serve the University community. Collaborates with academic colleagues, students, and outside scholars to ensure that library and museum collections are easily accessible and support academic research and instruction. Monitors library policies to ensure compliance with federal, state, and local laws as well as University policy. Utilizes expertise in library- and museum-related issues as well as knowledge of current issues and trends within the library community to support/contribute to the libraries' short- and long-range strategic plans. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE</p> <p>Supervises work activities of a single functional operation. Schedules staff and reviews workload. Interviews, trains, and evaluates the performance of employees; seeks guidance in handling more difficult employee relations issues.</p> <p>OPERATIONS</p> <p>Manages primary function of work unit; evaluates processes to guarantee the highest quality and efficiencies of the primary functions. Participates in the daily work of the area.</p> <p>BUDGET</p> <p>Maintains records of expenditures, monitors student wage budgets, and refers increased/decreased funding needs to supervisor.</p>	<p>PEOPLE</p> <p>Supervises and coordinates work of assigned area. Hires, trains, evaluates, and directs the work of area; schedules staff and reviews workload. Provides direct supervision to staff. Facilitates training and development efforts for staff in area.</p> <p>OPERATIONS</p> <p>Provides technical leadership to projects and in the resolution of issues within area of expertise. Supervises work activities; contributes to development of operational plans. Participates in the daily work of the assigned area.</p> <p>BUDGET</p> <p>Maintains records of expenditures, monitors student wage budgets, and approves expenditures within assigned budget.</p>	<p>PEOPLE</p> <p>Responsible for the management of multiple operations, with staff performing diverse but related tasks. Provides leadership and direction for the unit. Sets unit goals and objectives in line with the libraries' strategic plan. Provides significant input into full range of personnel actions for area. Responsible for training and staff development efforts for staff in area. Provides direction and training for special projects related to the management of the department.</p> <p>OPERATIONS</p> <p>Develops, reviews, and oversees services, processes, systems, tools, and standards for the unit using national standards and best practices. Manages large projects, measures achievement of goals, and efficient completion of activities through data collection and interpretation. Actively consults with colleagues within the libraries and in the profession to determine best practices.</p> <p>BUDGET</p> <p>Maintains records of expenditures, monitors student wage budgets, and approves expenditures within assigned budget. Participates in the development of budgets for department; provides input into the development of budgets for the division.</p>	None specified.	<p>PEOPLE</p> <p>Responsible for the management of a large number of departments or units within the organization. Supervises staff performing diverse but related tasks; provides leadership and direction for the unit. Prepares and aligns plans with the overall strategic priorities set by the organization. Full authority for personnel actions in assigned area.</p> <p>OPERATIONS</p> <p>Responsible for the development of strategic goals and procedures for a large number of departments or units within the libraries; contributes to the development of university-wide strategies. Develops, reviews, and oversees services, processes, systems, tools, and standards for the unit; utilizes extensive knowledge of national standards and best practices to ensure alignment with national best practices. Measures achievement of goals and efficient completion of activities through data collection and interpretation. Actively consults with colleagues within the libraries and in the profession to determine best practices.</p> <p>BUDGET</p> <p>Forecasts, develops, and manages business plans and budgets for multiple departments; provides input into the development of budgets for the division.</p>

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of the management of libraries, museums or related fields typically obtained by Bachelor's degree in library/information science or museum studies and 2 or more years of experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in concepts, principles, and practices of the management of libraries, museums or related fields typically obtained by Bachelor's degree in library/information science or museum studies and 3 or more years of library or museum professional experience including supervision. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in and expertise in concepts, principles, and practices of the management of libraries, museums or related fields typically obtained by Master's degree in library/information science from an ALA accredited program or museum studies and 3 to 5 years of experience in an academic library or museum setting including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>		<p>Expert knowledge and expertise in theories, concepts, and practices of the management of libraries, museums or related fields typically obtained by Master's degree in library/information science from an ALA accredited program or museum studies and 8 or more years of experience in an academic library or museum setting. This will include significant experience in managing financial and human resources as well as experience developing, gaining support for, and executing short- and long-term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>