

POSITION: LIBRARY DIRECTOR

BASIC FUNCTION OF POSITION

Responsible for overall management, strategic planning and environment of the Information Resource Center, the principle program resource addressing the bibliographic, research, reference and information needs of the Mission's countrywide program. Supervises one IRC technician and five IRC clerks. Reports to PAO.

MAJOR DUTIES AND RESPONSIBILITIES

Administration:

50%

1. Responsible for the administration of the library program and its human and physical resources. Plans the organizational development and implements operating policies and procedures of the library with adjustments as necessary to meet changing demands and requirements of the post. Participates in the selection of library personnel. Trains and supervises library personnel. Directs the procurement of library materials, equipment, furnishings and supplies.
2. Translates management goals and objectives into effective operations. Identifies new developments or issues that call for new actions and participates in decisions regarding these new initiatives. Administers an outreach program for target audience members as well as reference and bibliographic services for the DRS. Contributes to the selection and acquisition of library resources in print, non-print and electronic formats.
3. Provides expert advice and guidance to the PAO and APAO, program staff and the U.S. Mission as a whole, on the role of the library in carrying out U.S. government objectives in Burma. Monitors and evaluates all aspects of the library system and its services to promote maximum effectiveness to meet Library Country Plan goals.

Outreach:

30%

1. Plans, designs and implements an outreach program that supports and complements post's Library Country Plan objectives. With guidance from the PAO and APAO, is responsible for the format and content of the outreach program. This program is based upon the library director's specific knowledge of the information needs of important members and institutions of the post's target audience and mission elements as well as on a thorough knowledge of the print and automated information resources available at post and in the U.S. that meet these needs.
2. Maintains contacts with professional librarians in local library, educational and cultural circles. As much as possible, keeps abreast of developments in library theory and practice as well as library automation and technical developments in the U.S. and in Burma. Provides professional information through library tours and personal contacts.
3. Maintains complete records on outreach activities; and supervises the library's use of the Distribution and Records System (DRS) and recommends names for inclusion or deletion. Prepares statistics and reports for evaluation purposes. Maintains ongoing review of outreach programs and anticipates new information trends. Provides back-up to the Information

Management Librarian (RL-334) in preparing annotations, abstracts and bibliographies for outreach activities;

Public Services Activities:

20%

1. Plans, develops and coordinates the organization and management of public services programs to meet post objectives. These may include reference and bibliographic services, membership, and circulation functions and documents delivery programs. Plans and develops access to automated information systems, such as CD-ROM databases. Monitors and evaluates all public services activities to ensure their pertinence to the post Country Plan.