

UNIVERSITY LIBRARIAN (UHH)

This is professional administrative and supervisory work in administering the library and media services at the University of Hawai'i at Hilo. Work involves directing operational activities of the libraries at UHH and the community college. Work includes budget and program planning, organizing, and directing library programs and services, liaison duties with college divisions, campus organizations, and external groups and agencies. Work includes servicing as chief spokesperson for the UHH's library and media programs, representing it at budget hearings, and communicating its programs to the university community and the general public. Supervision and administrative direction are primarily exercised through the heads of various library operations within the library in relation to professional library services. Work includes the allocation of staff positions, programs, and the utilization of space within the library building. Work is performed under the general supervision of the Chancellor (UHH) who review work through conferences and observation of results obtained.

The amendment and retitling of the class Director of Libraries to University Librarian is approved effective April 2, 2001.



Senior Vice President for Administration

03/30/2001

Date