

Deputy Director of Libraries, Archives and Museums, Alaska Division of Libraries, Archives and Museums, Juneau, Alaska

Under direction of the Director of the Division of State Libraries, Archives and Museums, this position directs the state research library program in Juneau. The position has Division-wide and Statewide responsibilities, assisting the Director in planning, coordination and execution of fiscal and administrative policies and responsibilities for the Division of Libraries, Archives and Museums. In assisting the Director in overall development and execution of long-range management plans for the Division, this position provides innovative leadership and strategic planning.

- Works collaboratively to define and accomplish the mission and goals of the Division of Libraries, Archives and Museums.
- Assists the Director in all mission-critical tasks.
- Works with the division staff to evaluate, coordinate and improve services and programs as the division plans for a new building.
- Provides leadership and strategic planning for the Division computing environment and services, and serves as liaison to the Department of Education and Early Development for information technology users and providers.
- Leads in investigation, development and planning of use of technology for the future, including innovative and cooperative systems for delivery of information services. Takes the lead in statewide efforts involving information technology.
- Responsible for the State Library program in Juneau, the major state research library with historical and manuscript treasures and research services that support state government and lifelong learning.
- Evaluates and improves the operation of the State Library and its service to other library systems in the state, collaborating with Library Development when appropriate.
- Evaluates and improves the operation of the State Museums and its service to other museums in the state.
- Evaluates and improves the operation of the State Archives and Records Management program and its service to state government and other archives and records managers in the state.

For more about the Division of Libraries, Archives and Museums, visit <http://lam.alaska.gov>.

### **Minimum Qualifications:**

Master's degree from an accredited college in Library Science, Library and Information Science, Museology, Information and Records Management, or a closely related field;  
AND

Four years of increasingly responsible professional library, museum, or archival experience, which includes at least one year with responsibility for either: 1) planning and directing the activities of a major section or specialized collection; or 2) providing expert consultation on management, services, and structures of libraries, museums, or archives.

For more information and to apply, go to Workplace Alaska at <http://workplace.alaska.gov/>. Click on View Career Opportunities, then Department, then Education and Early Development, and then the job title: Deputy Director of Libraries, Archives and Museums.

Recruitment period ends: 08/28/2009 05:00 PM, Alaska Time