



STATE OF COLORADO
invites applications for the position of:

Assistant Commissioner, State Library

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 180 Sheridan Blvd

SALARY: \$8,225.00 - \$10,483.33 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 06/13/18

CLOSING DATE: 07/06/18 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Education

DESCRIPTION OF JOB:

About the Colorado Department of Education

Through setting a clear vision for increasing student performance, CDE continually supports the advancement and improvement of the state's education system to prepare all learners for success in a rapidly changing global workplace.

Vision

All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.

Mission

The mission of the Colorado Department of Education is to ensure that all students are prepared for success in society, work, and life by providing excellent leadership, service, and support to schools, districts, and communities across the state.

Why work for Colorado Department of Education?

We offer great location and great benefits which include:

- Medical and dental plans
- Strong, secure, yet flexible retirement plans including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans
- Employee wellness programs
- Paid life insurance
- Short and long-term disability coverage
- No Cost ECO Pass
- 10 paid holidays per year plus vacation and sick leave
- Flexible work schedule options, training opportunities, and more.

Broad Scope of Position:

The Assistant Commissioner for the office of library services directs the Colorado State Library (CSL) under the direction of the Commissioner of Education or designee, in accordance with CRS §24-90-104 and 105. This position provides leadership for library services in Colorado, coordinates development and implementation of Colorado's LSTA 5-year plan, and serves as an advocate for all types of libraries and their contribution to literacy, information acquisition, and lifelong learning. This position also works collaboratively within the Colorado Department of Education (CDE) and with the library and school communities to provide the best possible library service to students and citizens in the state of Colorado and to foster student achievement.

Major Duties and Responsibilities:

Direct all activities of the Colorado State Library (CSL), including library development, resource sharing, talking book services, state publications, state institutions (including prisons), community outreach, state or federal grants for library materials, research, and other programs that may be created or enhanced to improve library services statewide.

- Provide leadership and vision to the staff in CDE and libraries in Colorado with regard to successful life-long learning, including preschool through post-secondary education.
- Provide leadership to staff in a cooperative, team-based environment to advance the goals of the CSL and libraries in the state.
- Be a thought leader on library topics and communicate with leaders in Colorado and nationally about Colorado's vision of and goals for exemplary library services, while guiding acquisition of resources and effective deployment of CSL staff expertise to achieve these goals.
- Provide information and advice on library matters to the State Board of Education, Commissioner, Deputy Commissioner, CDE Cabinet, and other organizations in Colorado.
- Be a representative for the state library and library programs in education, government, citizen, and community initiatives to foster a better understanding for the role of local libraries and the CSL in furthering statewide goals for education, career, technology use, information access, and learning for all ages.
- Facilitate collaboratively the development of, communication about, and guidance for ideas and programs within the library community to assure improved access to information and resources by the public.
- In cooperation with CDE and CSL fiscal leaders, prepare and defend a budget which assures full legal compliance with state and federal (IMLS) funding rules and procedures.
- Answer questions about the CSL's programs and the state's libraries when requested by the Governor's Office, Legislature, or the public.
- Work closely with the Colorado Association of Libraries, the Colorado Library Consortium (CLiC) staff and board, and other library consortia and organizations that currently exist or may be created to further library and learning goals in Colorado.
- Participate in and attend national association conferences, including but not limited to ALA, COSLA, and the Western Council of State Librarians.
- Other duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

A Master's degree from an institution accredited by the American Library Association (ALA) and at least seven years of progressively responsible library experience, five of which shall have been in administrative positions (24-90-104 (3) CRS) in large library-related organizations such as a state library, library, other consortia or the equivalent.

- Work experience that demonstrates knowledge of all types of library settings.
- Proven experience in supervising staff, including direct-report staff who supervise other staff.
- Demonstrated ability to articulate, strategically implement, and continually evaluate a vision for library service.
- Demonstrated commitment to PK-12 education and lifelong learning.
- Proven ability to articulate an understanding of the role and future trends of libraries in the learning process and as assets for community growth and civility.
- Collaborative leadership style and demonstrated success in team-based decision-making and project management.
- Ability and willingness to travel in and out of state.
- Ability to pass a background check.

Preferred:

- Knowledge of library issues, management, and practices for all sizes of libraries, including technology, advocacy, and legal matters that staff in libraries are likely to face now and in the future.

Experience with and knowledge of the complexities of Colorado geography, politics, underserved populations, fiscal challenges and fundraising, and how these factors shape the history and future of Colorado's library infrastructure.

SUPPLEMENTAL INFORMATION:

Application Checklist:

Applicants **MUST** submit a resume, cover letter/letter of interest detailing how their experience and background address the stated minimum and preferred qualifications/competencies of the job and attach to the online application. Applications left blank or marked "See Resume" will not be accepted.

Complete Applications must include the following documents:

- A complete online application.
- A cover letter (attach to your online application).
- A resume (attach to your online application).

Only complete applications submitted by the closing date for this announcement will be given consideration.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director - Colorado Department of Education, 201 E. Colfax Ave. #201, Denver, CO 80203.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

n/a

DEPARTMENT CONTACT INFORMATION:

blunt_k@cde.state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #9008

ASSISTANT COMMISSIONER, STATE LIBRARY

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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
