

POSITION QUALIFICATIONS

- The position description is critically important for clearly and concisely communicating the associated qualifications, requirements and duties to the search committee as well as the candidate.
- Credentials usually include a terminal master's degree in library and information science from an accredited ALA program.
- Other degrees may be required but will also affect the size of the candidate pool.

Careful crafting of a position description will be useful to the search committee and potential applicants throughout the recruitment process. It communicates to candidates the vision of the position, shapes the applicant pool, and is a guide for evaluation of candidates. The description should include information about the institution, the environment in which the library director will be expected to lead, the specific knowledge, skills, and abilities that the library director needs, and the desired education, experience, and attributes for applicants for the position.

The customary terminal degree for librarians is a master's degree in library and information science from a program accredited by the American Library Association (ALA). Other degrees may also add to the candidates' preparation for a director's position, such as M.B.A.s or M.P.A.s, or an advanced degree in medical informatics or a similar field. Whether or not to require or prefer additional degrees will depend on the responsibilities of the position. However, doing so will also narrow the pool of qualified candidates or weight the search toward educational qualifications.

The experience requirements may address the setting in which the candidate's experience has taken place, length of experience, progressive nature of duties, characteristics of responsibilities, and knowledge of topics. As with all job advertisements, the stated requirements need to be balanced. The goal is to help focus the candidate pool and indicate what is important to the institution, but not immediately eliminate candidates with potential. Reducing the size of the pool will occur again when applications are screened.