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1/25/90

EXECUTIVE DIRECTOR
WHITE HOUSE CONFERENCE ON LIBRARY & INFORMATION SERVICE

INTRODUCTION:

The incumbent serves as the Executive Director of the White House Conference, a National activity established by Public Law 100-382, to be planned and conducted by the White House Conference Advisory Committee, under the direction of the Commissioners of the National Commission on Libraries and Information Science. The White House Conference is a nation-wide process initiated to provide findings and policy recommendation necessary for further improvement of the library and information services of the nation and their use by the public. The mandate of the law is to ensure the broadest possible participation of citizens, institutions, professionals, associations and government in the Conference processes, that will be useful in the determination and resolution of relevant issues.

The processes leading up to the National Conference in July 1991 are complex and difficult to coordinate, in that the intent of the law is to provide all 50 states, the District of Columbia, the Territories and the American Indian Tribes, the maximum amount of flexibility in their relevant preconference activities. However, in order to facilitate the coming together effectively at the national Conference in July 1991, suggested guidelines for delegate selection, Conference goals and objectives and other pertinent information will be generated and distributed. These guidelines must be broad enough to comprehend the variances in social, economic, cultural and political realities of the environments

involved, such that the impact of the preconference efforts are relevant to the communities represented by the participants. However, they also must be directive enough to insure that the results of the process and deliberations at the national Conference will produce comprehensive, focussed and meaningful recommendations to be detailed in the final report. This report will be directed to the President, Congress and the highest level of Federal, state and local government as well as the public.

Duties & Responsibilities:

As Executive Director, the incumbent is responsible for providing the operational leadership, direction and planning of the White House Conference, and for insuring that the process is completed in a timely, effective and efficient manner. The incumbent is the highest level staff member of the White House Conference staff, receives direction from and is responsible to the White House Conference Advisory Committee, through the general supervision of the Chairman of the White House Conference Advisory Committee.

The incumbent supervises, with the assistance of one or more deputies, a special professional staff of between 10-20 persons, several professional specialists under contract to the Conference, and several major contractors engaged in program analysis, research, public affairs, administrative support and operations. Determines goals, sets objectives, and defines activities to guide the Conference staff in achieving both the short and long range

program and administrative goals of the Conference.

Working closely with the White House Conference Advisory Committee, the incumbent surveys and appraises the successes and deficiencies of current library and information services, determines methods useful in assessing the problems, defines, identifies sources capable of performing required research and analysis, and initiates, monitors and controls the contracts, grants or staff work performing these Conference related activities. Additionally, the incumbent sets goals, objectives, plans and guidelines for the coordination and implementation of the national Conference and the integration of the results from the states, territories and other preconference activities into the national Conference agenda. Develops in-depth plans, agenda and format for the national Conference and related activities.

Subject to the general policy and practice guidelines defined by the White House Conference Advisory Committee, the incumbent coordinates the necessary liaison with the Executive and Legislative Branches of the Federal Government, state governments, local and community governments, private sector companies, the press, professional associations, media, educational institutions, business and trade associations and other entities. These liaisons are at the highest levels of Federal and State governments, private industry, the academic and library communities, press and other media and elsewhere whenever appropriate to related interests that are national and international in scope.

Supervises the development of the Conference recommendations, preliminary and final reports to the President and Congress, proposed legislation and other related activities. Ascertains the direction, extent and timing of the activities and tasks needed to prepare the final and related reports, assigns tasks, tracks progress, reviews and approves all material and reports, and coordinates the development of the reports. Directs the progress of the final report through the approval and clearance stages involving Federal and state agencies, and other entities as necessary.

In carrying out these responsibilities, the incumbent supervises the professional and support staff in the performance of their assigned tasks, reviews and evaluates staff performance, identifies needed position qualifications and skills, approves all position descriptions, directs the recruitment of all staff, has the authority to hire, promote, reassign and terminate all staff, approves all leave, training, travel and completed work products.

*This form #52
signed
2/25/90*