

Job Description

Position Title: Director of Library Services

Job Group: Library

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director, Library Services leads the Library. Plans, implements, and monitors department budget, Provides supervision and direction for Library staff. Coordinates library services within the College community.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees the collection of appropriate resources to support the curriculum, the access to Library materials, and the College's teaching and learning mission.
2. Prepares and recommends budget based on current needs and requirements for effective operation; and, ensures operations are conducted within budget parameters.
3. Prioritizes and assigns work; conducts performance evaluations; and, ensures staff are trained; makes hiring, termination and disciplinary recommendations.
4. Plans for future growth and innovation for Library services and resources; prepares and submits proposals based on needs analyses and use projections.
5. Promotes the Library and its resources; represents the Library at internal and external College activities. Develops and expands library partnerships.
6. Implements, interprets, and applies policies and procedures for the Library.
7. Assesses quality and effectiveness of programs and services.
8. Assumes final responsibility for all Library facilities and operations.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of business management and fiscal practices
3. Skill in budget/resource management
4. Skill in people leadership and supervision
5. Skill in organization, coordination and management
6. Skill in positive, productive and flexible customer service

7. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in Library Science or a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience required
 - Eight plus (8+) years of related experience preferred
 - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required