



JOB DESCRIPTION

JOB TITLE: Director of Library and Learning Resources	FLSA: Exempt
Department Library	Date: 9/22/2023
Security Sensitive: Yes	Grade: D-61
Reports To: Vice President of Instruction	

Job Summary

Under the direction of the Vice President of Instruction, the Director of Library and Learning Resources oversees library operations, including procedure development, planning, assessment, staff management, fiscal planning, library instruction, collection development, technical services, and faculty, student, and administrative relations. This position supervises the work of the Librarian and others as assigned to the Library and the Learning Resources area by applying library technology for operational enhancement.

Essential Functions

- Formulates, reviews, revises, and maintains efficient Library operational guidelines;
- Directs and participates in Library operations, managing projects and initiatives;
- Develops Library goals aligned with the College Strategic Plan;
- Supervises, trains, supports, and evaluates Library staff;
- Manages fiscal responsibilities, including budgeting and expenditure approvals;
- Implements workflows and systems for accurate data collection and analysis;
- Leads Library promotion, and marketing, following branding guidelines;
- Maintains Library records and inventory per accreditation standards;
- Ensures compliance with licensing and copyright laws;
- Provides library resources for outreach, distance, and continuing education programs;
- Prepares required reports for the College, state, and federal authorities;
- Collaborates with other libraries, schools, state agencies, and the public;
- Stays current on all library procedures and practices;
- Engages in professional organizations;
- Manages and assesses the collection to support the College curriculum;
- Evaluates library resources for degree and certificate programs;
- Develops collection strategies in consultation with library staff;
- Plans and orders library resources;
- Establishes procedures for acquisitions and continuous improvement;
- Manages library technical services, including Acquisitions, Cataloging, Serials, Electronic Resources, Website, User Experience, and Integrated Library System (ILS);
- Oversees maintenance, development, and customization of Library search tools and content authentication;

- Provides leadership, training, and support for library systems;
- Maintains vendor partnerships and manage library contracts;
- Collects and analyze complex data;
- Collaborates with the Web Services Manager to maintain the Library website for accuracy and ADA compliance;
- Works with library staff, distance education staff, and IT staff to provide innovative information services.
- Leads information literacy and library instruction programs;
- Develops and maintains the Library Information Literacy Program;
- Coordinates on-campus and online instruction;
- Collaborates with faculty to integrate information literacy into instruction;
- Serves on institutional committees as assigned;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement; and
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities

- Master's degree in Library Science (or MLIS) from an accredited institution and a minimum of three years' work experience in a library; experience in an academic library is preferred;
- Knowledge of supervisory and budgeting principles;
- Understanding of information ethics, copyright, and current library technology;
- Proficiency in cataloging, integrated library systems, and database maintenance;
- Strong technical skills, including MS Excel and PowerPoint;
- Excellent analytical, interpersonal, and communication skills;
- Organizational and leadership abilities;
- Customer service orientation;
- Content management system expertise;
- Digital learning tool creation skills;
- Ability to communicate effectively in a diverse college community; and
- Collaborative teamwork skills.

Work Environment

- Works in a climate controlled environment with minimal exposure to safety hazards;
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical activities.

Special Requirements

- Availability to work evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date