



JOB DESCRIPTION

JOB TITLE: Director of Library and Learning Resources	FLSA: Exempt
Department Library	Date: 3/19/2019
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 has overall responsibility for developing and administering a comprehensive collection of print, non-print and electronic educational materials as well as a program of instructional and educational support. This position supervises the work of the Librarian and others as assigned to the Library and the Learning Resources area.

Essential Functions

- Formulates and recommends policy on all matters relating to the development and operation of the Library and the College's learning resources;
- Directs all activities pertaining to the Library and the College's learning resources, including the supervision, training, and evaluation of all employees assigned to the Library;
- Selects, orders, receives and processes all new books, periodicals and other instructional materials housed in the library;
- Establishes policies for the acquisition of material and the maintenance of the collections;
- Prepares and submits to the Vice President of Instruction an annual budget of the estimated expenditures for library operations and instructional media and administers the approved budget throughout the year;
- Maintains an effective and cooperative program for assisting students and teachers with the use of the library facilities and collections, including orientation lectures, handouts and individual instruction;
- Plans and conducts special educational events for the Library and the community;
- Establishes and maintains appropriate library records and inventory in accordance with the standards of the Southern Association of Colleges and Schools and the Texas State Library;
- Manages the acquisition, distribution, maintenance, and evaluation of print and non-print materials for all instructional programs;
- Works closely with the faculty on the selection and development of instructional materials;
- Provides an orientation program for faculty and students for the utilization of print and non-print materials, as well as all appropriate hardware;
- Ensures compliance with all licensing and copyright laws and regulations;
- Develops and provides library and learning resources to support the College's outreach activities, distance and continuing education programs;

- Periodically evaluates the holdings of the library with reference to the changing curriculum of the College and makes adjustments in future purchases to serve new and expanding programs;
- Prepares regular reports to the faculty and staff on new acquisitions and services of the library;
- Prepares and submits to the Vice President of Instruction, and the President an annual progress and evaluation report on the operations of the library;
- Works in cooperation with other libraries, area schools, state agencies and the general public;
- Remains current in his/her knowledge of procedure and practices pertaining to the Library;
- Maintains an active role in appropriate professional organizations;
- Supervises the maintenance of the library's web page as well as all other forms of library promotional material;
- Works on institutional standing and ad hoc 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;
- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- Masters degree in Library Science (or MLIS) from an accredited institution;
- Three years work experience in a library, experience in an academic library is preferred;
- Knowledge of LC cataloging;
- Knowledge of circulation, serials, references, public services, and technical services;
- Basic knowledge and understanding of computers and application software;
- Student and customer service oriented;
- Ability to work in a collegial and collaborative environment.

Work Environment

- Works in a climate controlled environment with little 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 exertion.

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