

GENERIC POSITION DESCRIPTION

DIRECTOR OF LIBRARY SERVICES

An Academic Supervisory Position (Exempt Status)
Grade 192 E

A. General Statement

Under the direction of the Vice President of Instruction, the Director of Library Services oversees the Library, Library Learning Center, and the Tutorial Center. Public contact is extensive and can include students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. This is an academic manager classification.

B. Duties & Responsibilities

1. Direct, supervise, coordinate, and evaluate staff in the Library, Library Learning Resources, and Tutorial Center.
2. Plan, coordinate, and direct the College's Information Resources in the Library, Library Learning Center, and Tutorial Center.
3. Provide leadership in determining the current and future direction of the Library, Library Learning Center, and the Tutorial Center as they relate to curricular design and instructional delivery.
4. Coordinate the daily operations of the unit.
5. Provide direction and leadership on the maintenance of information resources in print, non-print, and electronic formats.
6. Coordinate and provide professional development training and activities for the faculty and staff in the unit.
7. Direct the development and administration of policies and procedures for the Library, Library Learning Center, and Tutorial Center.
8. Coordinate participation in the Peninsula Library System Consortium.
9. Develop and maintain budgets and other fiscal resources.
10. Evaluate efficiency and effectiveness of Information Resources.
11. Work cooperatively with other library directors, both college and public.
12. Participate in the administrative team and college shared governance activities.
13. Provide leadership in promoting Library, Library Learning Center, and Tutorial Center services throughout the campus.
14. Perform other duties as assigned by the Vice President of Instruction.

C. Requirements

1. Possession of a Master's Degree from an American Library Association accredited institution, in Library and Information Science or a Master's degree in Information Management with coursework in Library Science.

2. At least one year of experience related to articulation, orientation, matriculation and curriculum in a community college
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Desirable Skills & Abilities

1. Knowledge of all aspects of library operations, including technological applications in library services information competency instruction, policies and procedures, cataloging, budget preparation and management, and collection development.
2. Knowledge of the application of information resources to the teaching/learning process.
3. Familiarity with instructional models for the integration of information competency skills across the college curriculum.
4. Successful administrative or supervisory experience in an academic library with automated library systems, electronic formats, and traditional library services.
5. Demonstrated ability to direct, coordinate, and evaluate personnel to establish and maintain cooperative, productive, and effective working relationships.
6. Strong skills in organizational and time management.
7. Ability to evaluate and analyze current information resources and determine future directions in library services and information resources.
8. Ability to incorporate library services and resources in the distance learning environment.
9. Strong interpersonal skills, including experience with decision-making in a collaborative environment.
10. Excellent oral and written skills, including the ability to generate statistical and other reports and presentations.
11. Ability to work effectively in a rapidly changing environment.

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