PROFESSIONAL JOB DESCRIPTION

Library Director

POSITION REPORTS TO: Dean of Libraries and College Librarian
DEPARTMENT: Library
POSITION NUMBER: Varies
PAY GRADE: 16

DATE: June 13, 2017
LOCATION: All Locations
FLSA: Exempt (Prof).

POSITION DESCRIPTION: Oversees and coordinates services and spaces of assigned Library including human and information resources,

SUPPORTS STUDENT LEARNING BY: Providing administrative leadership to create a supportive learning environment aligned with the College’s strategic plan through research guidance and/or instruction and development of an information resource collection.


POSITION REQUIREMENTS: (Describe the level of education, specialized training, skills, and experience required to perform the duties & responsibilities of this position.)

1. Master’s Degree in Library and Information Science.

2. Five to six years professional library experience required, with two or more of these years in a community college or undergraduate library preferred.

3. Strong information technology skills including knowledge of and comfort with educational technologies, such as presentation and collaboration tools, web course management software, library management systems, discovery applications, and effective search strategies.

4. Familiarity with information literacy instruction, including curriculum development and assessment, teaching in large- and small-group settings, and using a wide range of educational technologies inside and outside of the classroom.

5. Strong writing, speaking, presenting, and interpersonal skills in person and online.

6. Two to three years supervisory experience, preferred.
POSITION DUTIES: (List the 10-12 most important duties and responsibilities performed by this position in descending order of importance.)

1. Supervises the day-to-day operations and staff of the assigned campus Library.

2. Promotes the Library’s resources to students and faculty while also assisting them in meaningful use of said resources.

3. Actively promotes knowledge management within the college while helping to develop standards within the knowledge management framework and educating stakeholders about the basics of managing knowledge.

4. Works with other Library Directors to organize the selection and processing of materials and other resources.

5. Communicates with book, media, database, and equipment vendors; supervises ordering of supplies and equipment maintenance for all Library areas under Director’s purview.

6. Promotes the integration of assessment and evidence-based decision making related to services, collections, technology, and physical spaces, and positions the results of Library assessment activities to enhance the Library and its impact.

7. Oversees data collection for annual reporting and survey responses including: gathering, reviewing, validating and evaluating; and synthesizing data.

8. May supervise specialist responsibilities such as information literacy instruction, systems administration, cataloging, inter-library loans, archives and records retention, periodicals and serials, etc.

9. Performs other duties related to the position as required or directed.

NOTE: The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

PRIMARY CONTACTS: (List the primary internal and external contacts for this position and the purpose for the contact.)

Primary contacts include the Dean of Libraries & Knowledge Management, librarians, provosts, faculty and students. The primary external contacts include librarians from other colleges, universities and community libraries in order to exchange information related to the Library.

[Signature] Chief Human Resources Officer