



Library Director/College Librarian

Department: Library
FLSA Status: Exempt

Level: Non-tenured rank of Associate Professor
Work Schedule: M-F; 9:00 a.m. - 6:00 p.m. may work nights and or weekends as necessary; 12 month.

Job Status: 1.0 FTE
Reports To: Vice President for Academic Affairs

Amount of Travel Required: Up to 5 percent
Positions Supervised: Coordinator of Bibliographic Services; Coordinator of Electronic Resources and Services; Coordinator of Instructional & Public Services; College Archivist; Coordinator of Access Services and Facilities (frozen); Circulation Supervisor; ILL/Evening Circulation Supervisor; Weekend Supervisor; Assistant to the Library Director

POSITION SUMMARY:

Provides leadership in planning, managing the budget, implementing and evaluating all services, reviewing the status of the physical facilities, and supervising the staff of the George T. and Gladys H. Abell Library Center. Keeps abreast of the trends in librarianship and in technology as applied to the library's mission and function.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Directs library operations and manages and supervises library faculty and staff
- Consults with College faculty to determine library resources and service needs of academic programs and department
- Responsible for overall collection development and delegates specific areas of collection development to the librarians, and participates, when possible, in bibliographic instruction and reference service
- Develops short and long term plans for the library and related goals and objectives consistent with the college's and library's mission
- Manages expenditures in the Library's annual operating budget, endowed funds and gifts, and in conjunction with the Assistant to the Director, monitors spending and makes necessary decisions to effectively spend the budget in the face of competing needs;
- Serves as the chief advocate and spokesperson for the library
- Assesses quality and effectiveness of programs and services
- Prepares reports, survey information, and other documents necessary to meet the library's obligation to the external professional world and keeps the Vice President for Academic Affairs informed of library developments
- Serves on college committees for academic policy and governance as elected or appointed

Other Job Function Statement(s)

- Works closely with the Executive Director of Information Technology to ensure coordination on programs and projects of mutual interest
- Works with the Physical Plant Department to coordinate maintenance of and modifications to the Library building
- Other duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Master's degree in library science from an ALA accredited program. Eight years of relevant and progressively responsible experience in library administration to include three years supervising, planning and budgeting.

License or Certification (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work evenings and weekends;
- adapt to changing technologies in a library environment and teach their use and usefulness (e.g. online databases, discovery services, etc.);
- thrive in a collaborative environment; and organizational skills;
- analyze and solve basic to advanced problems;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of faculty, staff and the public;
- make objective decisions timely and effectively;
- balance multiple responsibilities effectively;
- demonstrate enthusiasm and commitment to the goals of the college;
- achieve expected results while encouraging cohorts to do the same;
- model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level.

- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable by subordinates.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff in a positive manner and fosters staff development.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Teamwork - Works effectively with other employees, e.g., other managers or supervisors.

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is library setting with low to moderate noise.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____