

JOB DESCRIPTION



Position Title: Director of Library Services

Department: Library Services

Employment Category: Administrative Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS16

Position Summary: The Director of Library Services is responsible for administering district-wide library services including planning and development, staff supervision, procurement of books, periodicals and electronic databases and resources. The Director must exercise strong leadership, supervisory, and technical skills that balance the needs for electronic, virtual resources for distance education and for books, periodicals and physical resources that create an appropriate learning and resource environment for students, faculty and staff, and the community.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership to district library services, manages and coordinates the acquisition of materials and resources; researches and analyzes technological library resources in support of the college mission; recommends hardware and software purchases for department functions and activities; purchases books and other library resources; assists faculty with the selection and purchase of appropriate materials and resources

Evaluates effectiveness of existing services; identifies, creates and implements new and/or improved services; develops, implements and manages policies and procedures; interprets and applies college and Library policies and procedures; advocates Library needs to College Administration; promotes library services to students, faculty and staff

Promotes a customer service focused environment to respond to patron needs; assists students, faculty and staff with research problems; mediates problems/concerns with library patrons and/or staff

Supervises library staff; completes performance evaluations; promotes a cohesive library workforce who provide friendly professional assistance to all users; promotes innovation and creativity among staff

Participates actively with college faculty and staff to select appropriate materials to update existing library collections; works with the library staff to develop physical and electronic library collections

Develops and maintains an appropriate inventory system to ensure all books, magazines, periodicals, supplies, and equipment are adequately monitored and that a proper discard procedure is enacted; takes prudent efforts to safeguard college physical resources from unauthorized use

Manages the department budgets; oversees expenditures, plans for and recommends new programs, physical facility needs, staffing requirements, and other related matters; reviews library related vendor contracts

Promotes the library and its resources as a growing and vital part of the college and community; represents the library and college at meetings, seminars and/or conferences; and develops and expands partnerships within the college and libraries throughout the service area

Stays current on future trends and initiates procedures to adjust to the changing role of libraries; maintains current knowledge of technological developments in the library sciences; keeps abreast of professional developments by attending conferences, seminars, and workshops and reading appropriate professional literature

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Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in library science from a regionally accredited institution of higher learning recognized by the US Department of Education and accredited by the American Library Association
Five years academic library experience including three years in a supervisory capacity

An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of college policies and procedures affecting assigned work
Knowledge of strategic and budget planning processes
Knowledge of the current concepts, principles, and practices needed to successfully operate an academic library for a community college
Knowledge of information technology resources supporting library services
Knowledge of public relations/customer service practices and techniques
Knowledge of or ability to learn, follow, and enforce college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skilled in organization, leadership, and management
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations
Ability to give effective public presentations
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports To: Executive Dean of Community Engagement

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.