

## Library Director

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**Department:** Library

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Vice President of Academic Affairs

**Positions Supervised:** Library Aides, Work Study Students

### ESSENTIAL FUNCTIONS

#### 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 Statement(s)

- Lead the Library in responding to information management problems with technology-based solutions. (Internet, web pages, video technologies and other evolving futuristic technologies).
- Responsible for complete and thorough budget preparation within established budget timelines in consultation with the Vice President of Academic Affairs.
- Manage department's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Provide leadership in the development of computer-based library information systems.
- Develop effective procedures for the evaluation and selection of book and non-book media and equipment.
- Maintain energetic leadership role for library staff and faculty as well as campus wide with a commitment to service excellence for students, faculty, and staff.
- Lead in long range library planning and in developing library policies.
- Perform strategic planning/budgeting and staff developmental/evaluations.
- Participate in day-to-day operations in technology, acquisitions, cataloging, and weeding.
- Participate in consortia and professional associations.
- Collaborate on college-wide initiatives such as retention, assessment, and financial matters.
- Supervise and improve job performances of resource center staff.
- Develop and maintain programs to train technicians, clerks, and students in the production of certain learning resources and the operation of instructional equipment.
- Perform continuous and collaborative evaluation of the learning resources program based on the resource needs and objectives of the College, in cooperation with faculty.
- Develop and implement learning resource policies and procedures, including those for the organization and management of physical facilities, equipment, and materials.

- Participate as a member of various curriculum and study committees.
- Inform faculty and administration of innovations, research, and current developments in instructional technology.
- Perform certain public relations activities to communicate the philosophy and goals of the college learning resource center to students, faculty, administration and the community.
- Plan and coordinate library based college-wide cultural events (ex. speaker series, Black History Month Activities, etc.)

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.

- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

**Education:** Master's degree in library or information science from an ALA accredited institution.

**Experience:** Automated Information Retrieval Systems experience; excellent organization and communication skills; supervisory skills and management experience; understanding of and commitment to the role of the community college; demonstrated successful experience in securing and administering outside funding; and Automated Information Retrieval Systems experience.

**REVIEWED BY** (SUPERVISOR SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY** (EMPLOYEE SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community 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 Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.