

**JOB TITLE:** Director, Library Services

**DEPARTMENT:** Library Services

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Academic Affairs

**FLSA:** Exempt

**LEVEL:** 206

**DATE:** 5/10/21; 5/13/20; 3/26/18;

**POSITION SUMMARY:** Provide the direction, administration, development and coordination of library services and operations, and maintain proper library procedures.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of master's degree; 5 Years related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Manage the daily operation of the College library and provide off campus distance learning support.
- Oversee the development of College library services including coordinating with other College departments in the implementation of technological advancements.
- Supervise all personnel assigned, recommending selection, retention, promotion, and discharge as appropriate.
- Develop and monitor department budget.
- Oversee the library's technical and public services, including circulation services, reference services, bibliographic instruction, course reserves, acquisitions, and cataloging.
- Manage the College Archives, including planning, policies and procedures, acquisition, description, processing and preservation.
- Support Affordable and Open Education Resource curation and collaborate with faculty in selection, usage, and creation.
- Demonstrate commitment to Diversity, Equity, and Inclusion, evidenced through library collections, activities and promotions.
- Provide collection development by evaluating and selecting strong resources to support both the College curriculum and community needs, including working with faculty in order to determine and meet collection and service needs.
- Stay abreast of current and developing trends (video, voice, data and computing technologies) in library science.
- Instruct library patrons in the utilization of library resources.
- Conduct library tours and bibliographic instruction as needed.
- Represent the College at professional organization functions.
- Prepare and maintain library procedure manuals and handbooks, revising and updating as necessary.
- Maintain adequate statistics, reports, and records for the library.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Extensive knowledge of library resources, both print and electronic. Extensive knowledge of Innovative Interfaces, Inc.'s automated library systems. Knowledge of library standards, practices, policies and procedures. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Excellent organizational,

analytical and planning skills. Skill in budget preparation and budget management. Ability to handle confidential material judiciously. Ability to prepare and analyze financial statements and reports. Ability to work effectively with individuals and internal and external groups. Ability to teach bibliographic instruction to 1-30 students. Ability to envision, investigate, plan and implement technological and other improvement to the library. Ability to stay abreast of current trends in library practices and information technologies. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Establish and maintain positive working relationships with employees at all levels. Ability to communicate effectively both verbally and in writing. Formulate and issue policies, procedures, and instructions; responsible for long-term planning within an agency, department or division. Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Decision-making is the primary aspect of the job, affecting organization, related organizations, and major segments of the general population. Perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; Use, develop, or repair electronics or complex software (management information systems), hardware, or network systems; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** Emerging Technologies Librarian; Library Technician – Public Services (full-time and part-time)

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*