

JOB DESCRIPTION

# Director of Libraries

**Department: Library Position Number: 10001 Colo. Personnel System: Exempt FLSA Classification: Exempt**

## PURPOSE STATEMENT

The Director of Libraries will provide the vision and creativity to lead strategic planning for resources, services, instruction, and facilities. The Director will be responsible for administering and developing library facilities; services; staff; collection development in print and non print areas; preparing and administering the budget; evaluating services and staff; maximizing support of instructional programs; maintaining compliance with the college strategic plan; and developing and monitoring resources and services for maximum support of student learning and student success.

**REPORTS TO** Vice President for Instructional Services

## ESSENTIAL FUNCTIONS

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50% Program Administration

* Collaborate with other areas of the college in the formulation of education policies as they pertain to the library
* Oversee and coordinate all phases of services and personnel functions of the Library, including supervising staff
* Direct all areas of the library, including circulation, reference, technical services, and the archives
* Make recommendations concerning appointments, promotions, salary adjustments, and related personnel matters to the Vice President for Instructional Services and the college President
* Establish, develop, and maintain policies and procedures to govern the activities of the Library
* Establish cooperation with local, regional, and national library networks, maintaining cooperative working relationships with faculty students, and serve as a member of appropriate committees for this purpose

20% Planning

* Identify needs for personnel, space, and programs, developing both short and long-range plans and goals to meet these needs
* Direct the development of Library collections to assure they adequately meet the college instructional objectives
* Keep abreast of innovative trends and developments in the education process and implement those that are feasible and will improve operations or services in the Library

20% Budget

* Develop and administer the Library budget as it pertains to personnel salaries, learning and teaching materials, operating expenses, auxiliary accounts, and capital funding
* Oversee the development and preparation of bid specifications and the evaluations of such bids for all equipment purchases
* Investigate funding available from state, federal, and Foundation sources, writing grant proposals to supplement appropriate funding

10% Subject Matter Expert

* Keep current on library databases and all other library-related information
* Evaluate and recommend sites, updates, and improvements to library information links
* Provide expertise on and work with Information Technology Support Services on keeping library sites current and effective
* Staff the Library reference desk eight hours a week or as needed and assist at the circulation desk as needed
* Provide consultant services to local school districts and other libraries upon request
* Ensure that bibliographic instruction is effective and available to faculty and students

## MINIMUM QUALIFICATIONS

1. Masters degree in Library Science or Media Technology or Information Science from an ALA accredited library school.
2. Three years of work experience in the fields of library science, media and/or information technology; two years of the work experience must have involved direct supervision of professional, technical, and/or clerical personnel.
3. Five years’ management experience and demonstrated leadership skills.
4. A year’s experience in bibliographic instruction in a library setting.
5. Excellent communication skills, both oral and written.
6. Appreciation of, sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, and ethnic backgrounds.

## PREFERRED QUALIFICATIONS

1. Demonstrated familiarity with a wide range of media/materials related to career and technical education in a college library.
2. Extensive database and internet searching experience.
3. Experience in developing and implementing WEB pages.
4. Demonstrated ability to relate effectively with faculty, staff, students, community agencies, and constituent groups.