



Director, Library & Learning Support Services

Management Range: 17

Board Approved: 03/28/2013 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate area Administrator, the Director of the Library and Learning Support Services supervises staff, curriculum, facilities, budgets and related functions for assigned programs. The Director of Library and Learning Support Services provides administrative supervision for various programs and services for the Library and Learning Support Services. The Director directs and coordinates facility use of the services for the Library and Learning Support Services and is the primary spokesperson for these segments of the College.

This position provides direct supervision of faculty and classified staff assigned to the Library and Learning Support Services Department and other designated programs, and is responsible for the overall functioning of the areas to which assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Directs all Library and Learning Support Services programs and services, including facility use, individualized instruction and other designated programs and services.
2. Provides leadership in developing access to electronic information resources and multimedia products, and otherwise working with faculty to augment materials and informational services that support the teaching/learning functions of the College.
3. Coordinates the introduction of technological advances in information access into the Library and Learning Support Services and supervises ongoing programs to instruct faculty, students and the public in such use.
4. Ensures that the Library and Learning Support Services practices are consistent with District policy, local, state and federal laws, and other contracts or agreements.
5. Staffing:
 - Recommends the establishment of faculty and classified positions in assigned areas of responsibility.
 - Participates in the development of faculty and classified position descriptions and announcements.
 - Participates in search and selection process for faculty and classified staff.
 - Ensures conformity with District employment policies, regulations and procedures.
 - Submits staffing recommendations to the Vice President of Student Services.
 - Responsible for the supervision and evaluation of assigned faculty and staff.
 - Informs and counsels faculty on matters related to the improvement of teaching, learning and librarianship.
 - Approves and submits requests for and reports on faculty and staff absences and leaves.



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6. Scheduling:

- Assesses enrollment data and develops recommendations for schedules of library classes.
- Works with faculty in developing schedule of courses which complies with District requirements.
- Submits all scheduling information for courses in a timely and accurate manner.

7. Budget:

- Assists in planning the College budget by organizing and submitting the Library and Learning Support Services budget to the Vice President of Student Services Office.
 - Assists department heads and Coordinators in budget planning and implementation.
 - Manages all budgets within the area(s) of responsibility and oversees the maintenance of unit budget records and files.
 - Supervises and approves all appropriate expenditures.
8. Attends meetings of specific student services groups and serves on college committees and task forces as required or assigned.
 9. Serves in additional librarian capacities (reference and orientation) as needed.
 10. Prepares and maintains statistics, reports, and surveys for state and federal agencies.
 11. Develops, plans, coordinates, and prioritizes workload and work areas to ensure smooth workflow.
 12. Responsible for safety and security issues of Library building. Operates and monitors high-tech security systems. Keeps security codes current, and maintains inventory of the Digital Library's security access codes. Monitors Alarm Activity Reports to ensure the security of the building.
 13. Maintains policies, procedures, and records for the Library and Learning Support Services Department.
 14. Prepares or participates in written performance evaluations of Library and Learning Support Services faculty and classified staff, in accordance with the Board Policy and Collective Bargaining Agreements.
 15. Through continued study and participation in professional organizations, maintains an understanding of the current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study participation in professional organizations.
 16. Communicates with District personnel to provide assistance and information regarding Library and Learning Support Services Department policies and procedures.
 17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of the library, learning and information technologies program.
- Principles and practices of library and information technology.



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- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations relating to Education Code and Title 5.
- Current and developing trends in the library, publishing, and high education fields.
- Values and priorities of a community college library.
- Effective management and leadership principles and practices.

Ability to:

- Oversee and participate in the management of a comprehensive library, learning and information technologies program.
- Oversee, direct and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear, oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to library, learning and information technologies functions and operations.
- Perform consistently under the pressure of deadlines and other administrative demands.
- Communicate clearly and concisely, both orally and in writing.
- Implement oral and written directives and instructions effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education and Experience:

- A Master's degree in Library Science or Library Information Science (MLS/MLIS) from an accredited college or university by the American Library Association.

Required Experience:

- Three (3) years of increasingly responsible experience overseeing one or more library functional areas (e.g. Reference, Instructions, Public Services, Technical Services, etc.) in a college/university or similar library setting, including one year of supervisory experience.
- Possession of an appropriate, valid California driver's license.



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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

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 occasionally stoop, bend, kneel, crouch, reach, and twist; 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.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.