



Director of Learning Resource Center Library

LIB/1

JOB SUMMARY

This position is responsible for directing the operations of the college library.

MAJOR DUTIES

- Oversees the library budget; reviews purchase requests for approval; coordinates acquisition decisions with faculty.
- Hires and trains library staff; schedules work; provides opportunities for professional development; evaluates and disciplines personnel.
- Assists patrons with a variety of issues.
- Conducts library orientation sessions, research classes and tours.
- Prepares annual reports.
- Confers with faculty, staff, students and the public to provide information and resolve problems.
- Performs circulation duties as needed.
- Establishes and implements internal library policies; researches comparable academic libraries for sample policies; seeks approval for policies from designated committees.
- Promotes the library by participating in community, state, regional and national meetings.
- Provides support services that meet the current and emerging needs of students taking classes at Darton State College.
- Provides research information and materials to departments upon requests.
- Coordinates the annual poetry award contest and other library programs.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of professional library practices and standards.
- Knowledge of college policies and procedures.
- Knowledge of college personnel and budget management policies.
- Knowledge of higher education practices and standards.
- Knowledge of current and developing trends in library management.
- Knowledge of library collection development principles.
- Knowledge of college purchasing policies and procedures.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Academic Affairs assigns work in terms of library goals and objectives. The supervisor reviews work through conferences, reports, and observation of library activities.

GUIDELINES

Guidelines include US copyright law, American Library Association guidelines, the Faculty Handbook, Board of Regents policies, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops library guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative and supervisory duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Darton State College library. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Librarian (2), Library Associate – Serials (2), Library Associate – Circulation (1), Senior Administrative Assistant (1) and Library Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.