



## Job Description

**Job Title:** Assistant Director

**Grade:** M

**Department:** Library Services

**FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

This position leads, manages and directs major functions within Library Services such as the Campus Libraries, Technical Services/Collection Management, and Public Services. The Assistant Director is responsible for strategic planning, operational proficiency, and administrative oversight of his/her assigned functions. The Assistant Director is expected to demonstrate and maintain competence in each of the following areas throughout employment at the college.

### **Characteristic Duties and Responsibilities:**

#### **I. Mastery of Subject Matter**

- a. Demonstrates a thorough and accurate knowledge of the field of library and information science.
- b. Interprets and evaluates the theories of library and information science.
- c. Connects library and information science with related fields and the college curriculum.
- d. Stays current in the subject matter through professional development, involvement in professional organizations, interlibrary organizations, and attending professional meetings, conferences or workshops.
- e. Demonstrates strong technology skills.

#### **II. Functional Leadership/Management**

- a. Has a vision of the future in the respective functional areas and create plans, goals and objectives leading to the realization of the vision.
- b. Evaluates and improves quality of services, effectiveness and technical proficiency of staff within the operating areas.
- c. Develops, interprets and enforces operating policies, practices and procedures in supporting and optimizing services and operating efficiencies.
- d. Assures overall quality of library resources and that resources meet the needs of all college programs through ongoing assessment of the existing collection (print, electronic, media) and optimal choice of new resources in all formats. Negotiates and complies with licenses and contracts related to library resources, software, and equipment.
- e. Assures that campus libraries are staffed, accessible and capable of providing consistent, comparable and compatible services.
- f. Provides guidance and counsel on information and researches policy including copyright and intellectual property to the college community.
- g. Supervises the development, enhancement and implementation of new and existing services including the use and application of technology to maximize the effectiveness of teaching and learning based services.

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March 2007



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- h. Assures accessibility to all resources through proper creation and maintenance of cataloging records including the selection of subject headings and other locating aids.

### III. Administrative Management

- a. Develops and manages operational budgets and staffing models supporting library services and objectives. Approves budget expenditures for equipment, supplies, travel, and part-time staff.
- b. Hires and supervises part-time staff, support staff and participate in the hiring and supervision of professional staff. Assures compliance with all college human resource policies and state and federal employment laws.
- c. Supervises and leads professional and classified staff; prepares individual goals and objectives, administers performance reviews, and handles conflict resolution and disciplinary issue within assigned areas. Assures equity in task assignment and expectations of results.
- d. Ensures compliance with all college, NCCC system, state policies/regulations/statutes, individually and organizationally.
- e. Manages facilities which house library services units in terms of security, appearance, maintenance, and housekeeping.

### VI. College and Community Citizenship

- a. Collaborates with other college departments, organizations or functions in order to maximize and enhance student learning and college proficiencies.
- b. Chairs/participates in community programs, organizations, and college outreach programs.
- c. Enters into consortia agreements with other library organizations in order to expand services (reciprocal borrowing agreements) and facilitates effective purchasing strategies.
- d. Ensures maintenance of confidentiality of student information by all staff.
- e. Exercises stewardship of college facilities and materials.

### V. Participation in College and Division Activities

- a. Serves on college committees as assigned.
- b. Participates in meetings and events required by the college and the Dean of Libraries.
- c. Responds in a timely fashion to information requests from college and library administrators.
- d. Facilitates the professional growth of part-time and full-time colleagues in accordance with library goals and objectives.
- e. Provides leadership to library staff.
- f. Demonstrates strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or on a team.

### VI. Contribution to the Growth and Enhancement of College Mission and Programs

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- Maintains familiarity with college goals, mission and long-range plans.
- Contributes to planning and development processes through appropriate mechanisms and channels.
- Participates in professional activities that contribute to the educational goals of the college and its constituents.
- Performs professional responsibilities in accordance with pertinent goals, missions, and plans of the college and library services.
- Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Dean of Campus Libraries

**Direction Given:** Responsible for directing, monitoring and evaluating the work of assigned staff including professional, technician and clerical positions

### **Minimum Requirements:**

ALA regionally accredited MLS Degree, 3 years of library experience, 2 years of progressively increasing supervisory or administrative experience, second master's degree preferred

### **Preferred Qualifications:**

- Ability to work well with individuals with diverse backgrounds
- Excellent communication and customer service skills
- Strong technology skills
- Previous community college experience
- Experience in multi-campus academic setting

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of principles and practices of library and information science and library administration

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Knowledge of computer, office applications, budget and accounting software, and library related software

Knowledge of principles and practices of information literacy

Leadership skills

Strong communication and organizational skills

Knowledge of basic accounting and budget principles and practices

Ability to work well with individuals with diverse backgrounds.

### **Working Conditions:**

Indoor environment conditions; infrequently lifting and carrying objects up to 10 lbs.; infrequently pulling, pushing, reaching overhead, kneeling, stooping, bending at the waist, and climbing several steps; sitting or standing at a service counter or sitting at a desk or workstation using a computer display, keyboard, and mouse with repetitive motions; using the telephone; infrequently traveling to other buildings on campus or to other campuses; exposure to elevated levels of dust from books and other printed materials; evening and weekend work hours

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