



Job Description

Job Title:	Dean	Grade:	DN
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:

The focus of this position is to create a vision for the libraries and to inspire employees to achieve that vision through insightful leadership, creative problem solving, and energetic management. The position seeks to provide the best possible services in the following areas: management of electronic and print collections, support of faculty and students in evaluating and using information, information delivery and other traditional library services.

Characteristic Duties and Responsibilities:

1. Directs the operations of a library network at all college campuses by developing short and long term plans, setting operating policies, and effectively managing the budget to support those plans and policies.
2. Manages a staff of professionals, support staff and part-time employees directly or through coordination of supervisors by establishing interesting and challenging performance goals, monitoring performance and determining appropriate disciplinary actions, including termination.
3. Works closely with Information Technology Services managers and college department leaders to facilitate project and product management, developing planning, justification, deployment and training processes.
4. Develops skills and abilities of staff through the development of core competencies and organizational initiatives that support achievement of those competencies.
5. Serves on college and state-wide committees to assure the best interests of students are met and Library Services are contributing appropriately to overall goals of the college.
6. Keeps abreast of advancements in library and information matters and assures that the libraries are in the forefront of best practices in delivering services both on campus and on-line.
7. Acts as liaison for Library Services; serves on campus and state committees; meets with college administration to discuss concerns of the institution.
8. Limits the legal liability of the college in respect to copyright by providing education to the college community, enforcing copyright law within the libraries, pointing out violations or potential violations, and working with the college to find legal alternatives to copyright violation.
9. Other duties as assigned



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Reporting Relationships:

Direction Received: Receives administrative direction from the Vice President or Associate Vice President for Learning and Workforce Development

Direction Given: Management of the operation of a department or major function with activities typically coordinated through staff having mid- to upper-level professional responsibility and administrative staff

Minimum Requirements:

Master's Degree in Library Sciences from an ALA accredited college or university; 3 years' experience in an academic library and 5 years management experience to include performance evaluation and budget administration

Knowledge, Skills, Abilities and Worker Characteristics:

- A working knowledge of library acquisitions, technical processing (including cataloging), network/computer operations, reference operations, collection management and development, and facilities management
- Highly developed interpersonal skills
- Excellent communication skills (both written and oral) Strong time management skills
- Proven leadership ability
- Ability to effectively work with all levels of staff and management
- Highly developed collaboration, creative problem-solving, conflict resolution and negotiating skills



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Working Conditions:

Indoor environment conditions; infrequently lifting and carrying objects up to 10 lbs.; infrequently reaching overhead, or bending at the waist; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; infrequently traveling to other buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; exposure to elevated levels of dust from Books and other printed materials