



Position Title: Associate Director
Reports To: Campus Director Learning Resources
Department: Learning Resources
Prepared By/Date: Martha Arrieta/02/08/2011
Approved By/Date: Rolando Montoya 04/12/11
Revised: Iliana Castillo-Frick 04/12/11

Job Code: 0132
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position participates in the administration of the entire campus library program. Provides leadership and supervision of the academic labs, computer courtyard and future support labs and services. Serves as liaison with all academic, vocational credit and non-credit departments, programs, schools and corresponding labs.

Essential Duties and Responsibilities:

- Supervises the maintenance and inventory of Library equipment, materials, and instructional resources
- Supervises the hiring, scheduling, supervision and evaluation of all staff for the academic support labs
- Plans for training of staff as needed
- Develops employee work schedules
- Implements all current support labs and services to meet the needs of students, faculty and staff
- Plans for the development of future support labs and services to meet the anticipated growth of students, faculty and staff
- Develops outreach activities to promote the library resources, and services
- Develops employee work schedules
- Participates as a departmental liaison for faculty and students by serving on College-wide and Campus committees
- Monitors budgets, orders supplies, and submits work orders to repair equipment.
- Keeps abreast of current trends and best practices in instructional and information technology
- Gathers data and prepares statistical reports as needed
- Develops and uses evaluation instruments to assess the delivery of library services and programs
- Coordinates the delivery of instructional services, including curriculum, resources and operational plans for EAP and College Prep with other Campus administrators
- Acts in a supervisory capacity for the library in the absence of the Campus Director
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Strong interpersonal skills and ability to communicate and promote the Information Commons with a wide range of individuals and constituencies in a diverse community
- Advanced knowledge of instructional technology and academic lab systems, hardware and software
- Advanced knowledge of online student support resources
- Excellent verbal and written communication skills
- Must possess an awareness of lab instructional tools and resources, and the latest pedagogical techniques to create effective academic labs

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Library Science/Information Science from an American Library Association (ALA) Accredited School or related field and three (3) years of relevant work experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name