



<b>Position Title:</b>	College Director of Learning Resources		
<b>Reports To:</b>	Campus President		
<b>Department:</b>	Learning Resources	<b>Job Code:</b>	0675-00E
<b>Prepared By/Date:</b>	Martha Arrieta/02/08/2011	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Rolando Montoya 04/09/11	<b>Salary Grade:</b>	19
<b>Revised:</b>	Iliana Castillo-Frick/04/09/11	<b>FLSA Status:</b>	Exempt

**Summary:**

This position provides overall academic and administrative leadership for the Libraries and Instructional Support at the College and at the assigned campus.

**Essential Duties and Responsibilities:**

**College wide**

- Develops, organizes and manages a large, multi-campus, Learning Resources department which consists of both the Campus libraries and multi-disciplinary academic support labs
- Develops and implements all budgets, collections, and services for the Learning Resources department college-wide
- Assumes a leadership role in the development and coordination of formal arrangements or agreements that provide and support student and faculty access and user privileges to adequate library collections and services to other learning/information resources
- Hires, supervises and evaluates personnel and multi-disciplinary academic support labs
- Ensures that the collections, resources and services are sufficient to support the educational, research and public service programs
- Keeps abreast of current trends and best practices in instructional and information technology
- Leads in the development, implementation, and evaluation of library systems to ensure that it adequately supports the College's teaching, research and service mission
- Administers the multi-disciplinary academic labs including tutoring and software in conjunction with department chairpersons and directors
- Supervises the instructional support functions at a Campus ensuring students have access to instruction on the use of the library and other learning/information resources (SACS)
- Ensures that all Learning Resources personnel possess the preparation and tools they need to provide the best possible service to students
- Serves as the College's link with educational, business and professional communities for the Library/Learning Resources
- Performs other duties as assigned

**Campus**

- Oversees and administers a Campus Learning Resources Program
- Articulates the selection of instructional software titles with department chairs and other campus laboratory managers
- Ensures user compliance with College computing policies
- Develops and administers related budgets for staff and resources in the department
- Manages budgets comprised of campus lab fees and grant funds
- Hires, supervises and evaluates personnel in the Campus library and multi-disciplinary academic support labs
- Oversees long-range planning, acquisition strategies, continued development of computer-based library systems and services
- Ensures the effective implementation of the faculty advancement process and adheres to the collective bargaining agreement

- Develops semester course schedules and faculty assignments
- Establishes and evaluates department policies and procedures
- Participates in Southern Association of Colleges and Schools (SACS) and other Accreditation processes and activities
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Serves on campus and college-wide committees
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledgeable of all aspects of library technical systems, collection development practices including electronic media and e-book collection management systems, reference services and bibliographic instruction.
- Extensive experience with circulation services, reference services, bibliographic instruction such as electronic research, online indexes and full-text databases as well as full-text periodicals.
- Experienced with book cataloging and processing methodology and techniques to facilitate easy access and utilization.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Broad knowledge of the foundations of library services including digital asset management.
- Familiar with SACS requirements and ability to develop an acceptable Quality Enhancement Plan that includes institutional processes for identifying key issues emerging from institutional assessment that focuses on learning outcomes.
- Skilled in the use of technology and related applications in all aspects of learning resources.
- Skilled in evaluating potential funding resources and writing grants
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Expertise in performing research to identify, evaluate and appraise potential resources for the collection.
- Proficient in creating, composing, and editing written materials.
- Ability to communicate effectively with discipline faculty and department chairperson in order to coordinate the purchase of relevant technology and resources and the provision of services to students.
- Ability to communicate technical information to non-technical personnel.
- Ability to work in multi-ethnic, multicultural environment.

**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 moderate.

**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; talk or hear; and 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:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

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

- Master’s degree in Library/Information Science or equivalent from an American Library Association (ALA) Accredited School, and six (6) years of relevant work experience.

**ACKNOWLEDGEMENT**

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

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Signature

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Date

\_\_\_\_\_  
Printed Name