



**Position Title:** Campus Director  
**Reports To:** College Director of Learning Resources  
**Department:** Learning Resources  
**Prepared By/Date:** Martha Arrieta/02/08/2011  
**Approved By/Date:** Rolando Montoya 04/09/11  
**Revised:** Iliana Castillo-Frick 04/09/11

**Job Code:** 0678-00E  
**Job Group:** PEC  
**Salary Grade:** 18  
**FLSA Status:** Exempt

**Summary:**

This position is responsible for providing supervision and leadership for the campus Library and multi-disciplinary academic support labs.

**Essential Duties and Responsibilities:**

- 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
- Keeps abreast of current trends and best practices in instructional and information technology
- 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
- 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:**

- Knowledge of the requirements of accreditation agencies especially the Southern Association of Colleges and Schools (SACS)
- Skill in budget preparation and management
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Ability to implement new technologies in order to maintain up to date systems and processes
- Excellent organizational skills
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to work in a multi-ethnic and multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

**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:**

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 in Library Science/Information Science from an American Library Association Accredited School (ALA) or related field and five (5) years of management experience at a higher education institution.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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