

Job Description

Director of the Library and Academic Resource Center

The Director of the Library and Academic Resource Center shall be appointed by the Board of Trustees upon recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon recommendation of the President. Reports to the VP for Instruction.

Qualifications:

Requires a Master's degree in Library Science or research-based subject area; technology aptitude and proficiency; strong organizational, communication, and problem-solving skills; and the ability to work with a diverse population. A background in educational services is helpful.

Description:

The Director shall be responsible for the management of the Library and Academic Resource Center (LARC). This position provides oversight of day-to-day operations of the LARC and provides assistance to students, faculty and other library patrons. The Director of the LARC is a full-time, exempt, salaried position covered by the Public School Retirement System (PSRS).

The Director of the LARC shall perform the following essential tasks/responsibilities:

1. Be responsible for the supervision and evaluation of the LARC;
2. Prepare an annual budget request for the LARC;
3. Make the LARC services available to as many students as possible;
4. Serve as a liaison with other libraries;
5. Select and order all materials and equipment for the LARC;
6. Provide cataloging and processing for all materials;
7. Assist instructors and students with reference information;
8. Recommend to the President personnel for the LARC;
9. Coordinate the use of the LARC with faculty and the LARC Committee;
10. Collect, interpret, and share data for the evaluation and improvement of LARC services;
11. Screen requisitions and monetary requests for the LARC;
12. Provide bibliographies in subject areas when requested;
13. Submit application proposals for Resource Grants;
14. Maintain a current library collection inventory;
15. Plan for future LARC technological advancements;
16. Work with Instructional Technology to provide technical support to students;
17. Provide training opportunities for students, faculty, and staff on LARC resources.
18. Serve as copyright liaison to provide copyright policies and training for faculty and staff;
19. Assist College departments in planning and assessing support services and in keeping the Operation Manual and Resource Library up-to-date;
20. Perform other duties as assigned

Related tasks/responsibilities (as appropriate):

1. Travel to professional meetings both in-state and out-of-state;
2. Participate in the MOBIUS Library Consortium