



JOB DESCRIPTION

POSITION TITLE:	DIRECTOR OF LEARNING RESOURCES CENTER
DEPARTMENT:	Instructional Services
FLSA:	Exempt
REPORT TO:	Academic Dean
POSITION SUMMARY:	To coordinate and implement the day to day operations of the College's comprehensive library program, which supports the mission and goals of the college and the needs of its administrators, faculty, staff and students.

ESSENTIAL JOB FUNCTIONS:

1. Providing a quality collection of materials in a variety of formats that meets the needs of the faculty, staff and students.
2. Providing supervision and leadership for library staff, including planning, training, implementing and evaluating both operations and staff in accordance with sound educational practice and accrediting agency requirements.
3. Providing complex, technical library operations; including acquisitions, accounting, cataloging, processing, withdraws of materials, management of Internet resources and related areas requiring technical expertise.
4. Serving in a leadership position to develop and implement the library's mission, goals, and objectives.
5. Developing and updating policy for the acquisitions of library materials and equipment.
6. Providing faculty, administrative staff, and students updated listing of acquisitions and new holdings.
7. Instructing faculty in the effective use of library services and facilities.
8. Recommending staff appointments and evaluating staff members for the library.
9. Developing and conducting in-service training programs and workshops. For library staff.
10. Assisting in the development of the library budget in consultation with appropriate staff/administrators.
11. Participating in professional organizations and activities; serve on faculty and college-wide committees.
12. Assuring that the library's environment is pleasant with resources and services that are easily accessible.
13. Providing staff development opportunities by identifying job related workshops and conferences.
14. Providing an annual report of library services, circulation, goals and activities to the Academic Dean and the Vice President for Instructional Services.
15. Participating in pertinent local, state, regional and national organizations.
16. Representing the college at community functions.
17. Serving as member of committees as assigned.
18. Supporting and implementing the mission of the college.
19. Serving on the President's Extended Cabinet.
20. Performing other appropriately assigned job-related duties and responsibilities.