

DESERT COMMUNITY COLLEGE DISTRICT

ASSOCIATE DEAN, LIBRARY AND INSTRUCTION

THE POSITION

The Associate Dean of Library and Instruction is a management position as designated by the Board of Trustees of the Desert Community College District. The Associate Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Associate Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

DEFINITION

Under the direction of the Vice President, Instruction, serve as an administrator of comprehensive programs in the Library and Instruction. Develop, direct, manage, and recommend course offerings, faculty and other personnel, facilities including the Library, Distance Education, Berger Faculty Innovation Center, and Faculty Resource Center, and Dual Enrollment programs. Coordinate and evaluate programs in the library and assigned instructional programs. The position includes evening responsibility.

REPRESENTATIVE DUTIES

Essential Duties:

1. Supervise and evaluate all faculty and staff within the area of responsibility, supervise workload, provide in-service training and resolve conflicts. This responsibility includes planning, organizing, staffing, leading, coordinating, and controlling the activities of the assigned programs.
2. Call and preside over regularly scheduled staff meetings and special meetings as needed, serve on regular and special committees assigned by the Vice President, Instruction, and other college administrators.
3. Develop annual goals and objectives for planning and evaluation purposes and operational efficiency.
4. Prepare budget estimates; administer and monitor approved budgets.
5. Interpret county, state, and federal policy and legislation governing the administration, regulations, and perform other related duties.
6. Promote, direct, develop, supervise, and manage library and assigned instructional facilities, functions, and services within the District.
7. Integrate and coordinate the functions and services of the library learning center with the entire college program.
8. Plan and provide for the development of the library collection to support the college curriculum and continuing education for the college community.
9. Oversee the development and administration of library automation and digitization programs.
10. Review needs, initiate requests for positions, screen, interview, recommend for employment, and evaluate performance of employees.
11. Determine specific needs for employee professional development/continuing education activities and encourage participation as appropriate.
12. Monitor national trends in libraries and instructional technology.

13. Interpret the services and needs of the library and assigned instructional programs to the community.
14. Manage and serve on the Friends of the College of the Desert Library Board.
15. Collaborate with Information Technology concerning District software and technologies for use in the classroom and for Distance Education courses.
16. Serve as a liaison to schools involved in distance education and plan, develop, implement, and evaluate distance education programs and services.
17. Facilitate, develop, direct, and supervise technical support for education in distance modalities.
18. Schedule courses for distance education-based library programs.
19. Manage budget; facilitate academic support services, support of courseware management systems, and coordinate training needs for distance education faculty.
20. Represent concerns and needs of the assigned programs to the Vice President, Instruction.
21. Coordinate and articulate program needs and curriculum identified by faculty, students or the community.

Other duties:

22. Meet schedules and timelines; organize multiple projects effectively and carry out required project details throughout the year.
23. Represent the assigned programs and the college in community-related activities.
24. Perform other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques; intent and application of student learning outcomes; requirements for prerequisites and course equivalencies; new educational technologies; new library, distance education, and enrollment trends; the mission and student population of California Community Colleges and the Coachella Valley.

Ability to: Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; work productively in a shared governance setting; strong interpersonal skills; ability to establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community; lead, train, supervise, and evaluate assigned faculty and staff; serve as an effective leadership team member.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria:

- Possession of a master's from an accredited institution; and

- Two years experience in a leadership role specifically associated with Instruction, Faculty Development, Distance Education and/or in managing the daily operations of a library facility.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

DESIRABLE QUALIFICATIONS:

Possession of a master's degree in library science, library and information science, administration, education, or a related discipline.

WORKING CONDITIONS

Environment: Office and library environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

Leadership Salary Schedule X

E: Essential functions of the job.

Approved 6/20/13, 3/20/2020

Revised: 3/2020