

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR OF LIBRARY & LEARNING RESOURCES

THE POSITION

The Director of Library & Learning Resources is a management position as designated by the Board of Trustees of the Desert Community College District. The Director of Library & Learning Resources 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 Director of Library & Learning Resources 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 of Student Learning, serve as an administrator of comprehensive programs in Library & Learning Resources. Plan, organize and administer all aspects of the Library & Learning Resource. The Library is a highly specialized academic area that increase the academic success of students at College of the Desert and facilitates the teaching and learning process by providing informational resources and instruction to the college community. Coordinate with administrators and faculty in all divisions to assure collegial input and support for the development and delivery of effective library services and learning for students across the curriculum. Propose, develop, and implement goals and objectives, and policies and procedures conducive to maintaining and developing the centers. Provide effective leadership, planning, organizing, directing, supervision and evaluation of Library & Learning Resources respective staff, it is essential that the leadership position be filled by someone with knowledge of and experience in academic libraries and learning resources. The position includes evening responsibility.

REPRESENTATIVE 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 area. *E*
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 of Student Learning. *E*
3. Develop annual goals and objectives for planning and evaluation purposes and operational efficiency for library and learning resources. *E*
4. Prepare budget estimates; administer and monitor approved budgets. *E*
5. Interpret county, state and federal policy and legislation governing the administration, regulations, and perform other related duties. *E*
6. Promote, direct, develop, supervise, and manage library and learning resource facilities, functions, and services within the District. *E*
7. Integrate and coordinate the functions and services of the library learning center with the entire college program. *E*
8. Plan and provide for the development of the library collection to support the college curriculum and continuing education for the college community. *E*

9. Oversee the development and administration of library and learning resources automation and digitization programs. *E*
10. Review Library & Learning Resources needs, issues, and concerns; communicate these to the administrator whom the Library & Learning Resources reports. Act as liaison to the college administration so they may understand the operational, philosophical, practical and professional practices, successes and challenges. Communicate to Library & Learning Resources staff the concerns, policies, etc. of the administration. *E*
11. Review needs, initiate requests for positions, screen, interview, recommend for employment, and evaluate performance of employees. *E*
12. Determine specific needs for employee professional development/continuing education activities and encourage participation as appropriate. *E*
13. Interpret the services and needs of the library and learning resources to the community. *E*
14. Assist in the planning and development of new Library & Learning Resources facilities including transitioning from current library system to the next library system. *E*
15. Produce reports assessing the effectiveness of library and learning resources programs and areas of operations such as SLOs, assessment reports, Program Review documents, and accreditation self-study reports. *E*
16. Interpret county, state and federal policy and legislation governing the administration of California community college libraries and learning resource centers. *E*
17. Collaborate with the Information Technology area concerning District software and technologies for use in Library & Learning Resources. *E*
18. Participate in professional associations of libraries and learning resources and maintain awareness of national trends in libraries and learning resource centers. *E*
19. Manage and serve on the Friends of the Library Board. *E*
20. Represent school concerns and needs to the Vice President of Student Learning. *E*
21. Coordinate and articulate program needs and curriculum identified by faculty, students or the community. *E*
22. Meet schedules and time lines; organize multiple projects effectively and carry out required project details throughout the year. *E*
23. Work closely with the Director of Off Campus Sites to assure that library services and learning resources in offsite campuses are fully supported and effectively supervised. Regularly visit these off-campus sites to confer with faculty and staff working there, assuring that their needs are met. *E*
24. Supervise Library & Learning Resources staff in the management of student hires. *E*
25. Actively research the impact of Library & Learning Resources on the success of students especially in the light of academic improvement goals required by the California Student Success Initiative and other statewide and local mandates concerning student success and equity. *E*
26. 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, trends, practices, strategies and procedures pertaining to community college library management; principles, trends, practices, strategies and procedures in management and staff development as it pertains to library service; library technology, including issues related to ILS selection, management and implementation; principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; intent and application of student learning outcomes; regulations associated with tutoring services and academic support services; recommendations from the California Student Success Initiative regarding academic support services; CRLA Standards; 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/or
- Three years of experience in a leadership role specifically associated to library and learning resources and/or in managing the daily operations of a library and learning resources facility.

DESIRABLE QUALIFICATIONS:

- Master's degree in Library Science, Information Technology, Educational Technology, or Education with emphasis in Library and Learning Resources.
- 5 years of relevant experience
- Experience working within a library setting at a community college.

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 IX

E: Essential functions of the job.

Approved: 06/19/2014