

Dean, Library Services

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22113

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Associate Vice President, Instructional Resources and Technology

Job Purpose

Responsible for the planning and development of college-wide library services in support of teaching and learning. Library Services includes campus libraries, library extension services, technical services and automation. The Dean provides leadership for management and supervision including planning, operating, funding and budget decisions related to services and resources of college-wide Library Services in accordance with college and Instructional Resources and Technology (IRT) strategic plans, policies and procedures.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides overall leadership and has college-wide responsibility for establishing and maintaining a teaching, learning and working environment for Library Services operations, services and resources including campus libraries and library support for extension centers, teaching sites, and distance learning.
2. Provides leadership in strategic and operational planning and the formulation of goals, policies and procedures for Library Services.
3. Leads financial planning and budget management, and ensures library faculty and staff participation in budget planning.
4. Ensures effective Library Services organizational structure, including allocation of staff, and formulation of decision-making groups and committees.
5. Ensures effective communication processes within Library Services and with ACC departments and other IRT units.
6. Manages the selection, supervision, professional development, and evaluation of Library Services faculty and staff.
7. Provides library leadership and instructional leadership for the development and management of college-wide library services, such as information literacy instruction, materials selection, circulation, and automated services.
8. Maintains records and statistical data on Library Services functions and services and reports appropriate information to ACC administration and local, state, and federal agencies.
9. Serves on the IRT leadership team and committees, ACC administrative and academic teams, other college-wide committees and meetings.
10. Serves as the Library Services liaison to ACC's Information Technology Department.
11. Represents the College in local, state, regional, and national library organizations and initiatives to advance the interests of the College.
12. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Five years related work experience including management in a technology-driven library or learning resource center.

Education

Required

- Master's degree in Library and Information Science from ALA accredited institution.

Preferred

- Ph.D. preferred.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.