

LIBRARIAN/LEARNING RESOURCES DIRECTOR
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Library/Learning Resources Director provides administrative supervision of all programs and services for the Library/Learning Resources Center. The Director directs and coordinates facility use of the Library and Learning Resources Center and is the primary spokesperson for these segments of the College.

SCOPE

Under the general direction of the Vice President/Assistant Superintendent, Instruction, the Library/Learning Resources Director supervises all staff, curriculum, facilities, budgets and related functions for assigned programs within his/her job description.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs all Library/Learning Resources Center programs and services, including facility use, individualized instruction and other designated programs and services.
2. Serves as reference and orientation librarian as needed.
3. Coordinates the operation of the Learning Resources Center with the activities of other departments located in the Center, (e.g. Writing Center, Reading Center, Learning Disabilities Program and others).
4. Takes a leadership role in developing access to electronic information resources and multimedia products, and otherwise working with faculty to augment materials and informational services that support the teaching/learning functions of the College.
5. Coordinates the introduction of technological advances in information access into the Library/Learning Resources Center and supervises ongoing programs to instruct faculty, students and the public in such use.
6. Staffing
 - a. Recommends the establishment of academic positions in assigned areas of responsibility.
 - b. Participates in the development of faculty and classified position descriptions and job announcements.
 - c. Participates in search and selection processes for faculty and classified staff.
 - d. Ensures conformity with District affirmative action policies and procedures.
 - e. Submits staffing recommendations to the Vice President, Instruction.
 - f. Responsible for the supervision and evaluation of full-time and part-time faculty and staff.
- g. Informs and counsels faculty on matters related to the improvement of teaching, learning, and librarianship.
 - h. Recommends positions for academic and classified staff, and student assistants.
 - i. Approves and submits requests for and reports on faculty and staff absences and leaves.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

- j. Performs assigned staffing-related duties in compliance with District policies pertinent to local, state, and Federal laws, and contractual regulations relative to areas of assignment.
- 7. Curriculum
 - a. Coordinates and provides leadership in curriculum development and program planning and review.
 - b. Submits recommended curriculum and catalog changes to the Instruction Office.
 - c. Serves as a member of the College Curriculum Committee.
 - d. Coordinates and evaluates related community education and non-credit courses, and ensures that courses and programs are regularly reviewed.
 - e. Assists in the development of the College catalog.
- 8. Scheduling
 - a. Assesses enrollment data and develops recommendations for schedules.
 - b. Works with faculty in developing schedule of courses which complies with District requirements.
 - c. Submits all scheduling information for courses in a timely and accurate manner.
 - d. Provides for and schedules staff during registration periods.
- 9. Budget
 - a. Assists in planning the College budget by organizing and submitting the Library/Learning Resources budget to the Instruction Office.
 - b. Assists department heads and directors in budget planning, management and implementation.
 - c. Manages all budgets within the area(s) of responsibility and oversees the maintenance of unit budget records and files.
 - d. Supervises and approves all appropriate expenditures.
- 10. Attends meeting of Division Chair Council and serves on college committees and task forces as required or assigned.
- 11. Ensures that Library/Learning Resources Center practices are consistent with District policy, local, state and federal laws, and other contracts or agreements.
- 12. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Possession of a California Community College Instructor credential in Library Science OR state minimum qualifications or equivalent; and a valid California community college supervisory credential or state minimum qualifications for educational administrator; approximately three years of increasingly responsible experience as an academic administrator; five years of progressive professional librarian experience in an academic library setting; and experience which demonstrates the ability to perform the duties listed above successfully.

QUALIFICATIONS (Cont'd.)

Knowledge and Abilities:

Knowledge of library and information technologies; of effective management and leadership principles; of principles of employee supervision and evaluation; and knowledge of budgetary planning, development and management. Ability to successfully exhibit leadership in management and planning; to effectively plan, organize, evaluate, train and oversee the work of others; to apply pertinent laws, rules and regulations; ability to manage budgets within the scope of the assignment; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; to implement oral and written directions effectively; to represent and encourage a high standard of ethical conduct amongst faculty and staff; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY AND RESPONSIBILITY

The Library/Learning Resources Director provides direct supervision of faculty and classified staff assigned to the Library/Learning Resources Center, and is responsible for the overall functioning of the areas to which assigned.

Adopted: February 1, 1988
Revised: March 6, 1995
Revised: August 5, 1996

LLRD.WPR\BOARD.DSK (Personnel Services)