

## JOB DESCRIPTION

JOB TITLE: Director of Library and Learning Resources	FLSA: Exempt
Department Library	Date: 9/22/2023
Security Sensitive: Yes	Grade: D-61

Reports To: development, technical services, and faculty, student, and administrative services  
Vice President of Instruction

This position supervises the work of the Librarian and others as assigned to the Library and the Learning Resources area by applying library technology for operational enhancement.

- Essede x Develops Library goals aligned with the College Strategic Plan;
- Supervises, trains, supports, and evontains Library records and inventory per accreditation standards;
- Ensures compliance with licensing and copyright laws;
- Provides library resources for outreach, distance, and continuing education programs;
- Prepares required reports for the College, state, and federal authorities;
- Collaborates with other libraries, schools, state agencies, and the public;
- Stays current on allldrary procedures and practices;
- Engages in professional organizations;
- Manages and assesses the collection to support the College curriculum;
- Evaluates library resources for degree and certificate programs;

Provides leadership, training, and support for library systems;  
Maintains vendor partnerships and manage library contracts;  
Collects and analyze complex data;  
Collaborates with the Web Services Manager to maintain the Library website for accuracy and ADA compliance;  
Works with library staff, distance education staff, and IT staff to provide innovative information services.  
Leads information literacy and library instruction programs;  
Develops and maintains the Library Information Literacy Program;  
Coordinates on-campus and online instruction;  
Collaborates with faculty to integrate information literac2 (m)19.2 (at)-2.6 (i)-2.6 (o)2 (n)2 ( ser)-2 (v)1

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date