

Job description

Title: Library Director

Classification: Management

Area And Function: Under the supervision of the Dean of Academic Affairs or designee, the Library Director is responsible for assisting in the day to day operations of the library and its various functions. The Library Director, through embedded programming and daily support, educates students regarding information literacy.

The duties and responsibilities of the position are outlined below:

- Manage the college's Library collections and assist with developing materials, programming, and displays
- Catalog library materials according to College procedure
- Open and close the library and secure library equipment
- Locate library materials for students
- Manage reserve materials, Library collections, circulation, and remove out-of-date items
- Lend, reserve, and collect holdings and process materials for inter-library loans
- Maintain the EIC app log of all students that enter by having them scan the QR code
- Send out notices and accept fine payments for lost or overdue books
- Maintain library equipment and instruct students in proper use
- Provide students with assistance with their copier allowances and use of a copy machine
- Take action to deal with disruptive or problem students in a professional manner
- Proctor Exams for instructors and HESI Admissions/Accuplacer exams
- Oversee and train library assistants on all facets of library functions
- Maintain strict confidentiality and security of student, staff, and client records
- Prepares reports on departmental activity as needed
- Perform other related duties and projects as required by the supervisor

Requirements:

- Master of Library Science degree **Required**
- Strong working knowledge of MS Office, Google Suite
- Strong interpersonal and communication skills
- Ability to work in a multicultural environment.
- Ability to work independently and as a team member in a fast-past environment
- Goal-oriented and highly ethical
- Knowledge of and compliance with relevant Federal, State, and Institutional policies and procedures relevant to the position

Job Type: Full-time

Pay: \$60,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance

- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Do you have a Master's degree in Library Science or equivalent education? (Please note that a Master's in Education does not meet the accrediting requirement for this position).

Education:

- Master's (Required)

Work Location: In person