



## Classification Description

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**Job Title:** Associate Dean, Library Services

**Pay Grade:** Administrator

**Job Code:** 3859

**FLSA Status:** Exempt

### **Job Purpose**

The Associate Dean of Library Services provides leadership in the planning, direction, and evaluation of the Library in conjunction with the Vice Provost, Academic Affairs. The Associate Dean is accountable for the quality of services, collections, and facilities and for building high quality and innovative instruction programs and library services that support the teaching, learning, and research of the College. This position is responsible for the efficient and effective operation of the Libraries via the administration of faculty and staff and the management of student issues and concerns. This is an administrator on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

Assists with the administration of all assigned programs in accordance with administrative policies and procedures.

Provides daily operational management/support for all FSW library locations, supervising staff and faculty.

Ensures that the library provides adequate and appropriate library/information resources, services, and support for its mission.

Ensures effective collaboration with other libraries in the Florida College and University Systems and serves as the College representative on the Members Council at FALSC.

Leads library faculty and staff to promote student and faculty access to library services and to regular and timely instruction in the use of the library and information resources.

Ensures timely submission of unit plans in keeping with the goals and objectives of the Division and the College. Collaborates with the Vice Provost to prepare accreditation reports.

Assists the Department Chair in screening new full-time faculty and in qualifying adjunct faculty.

## ASSOCIATE DEAN, LIBRARY SERVICES

Supervises faculty assignments, including credential verification, teaching performance, student review of instruction surveys, and professional improvement.

Meets regularly with library faculty and staff.

Assists with resolution of student disputes with faculty and staff.

Coordinates the preparation and maintenance of assigned budgets.

Ensures that library operations are in compliance with accreditation standards.

Authorizes the payroll of library faculty each semester via the FLAC system. Monitors work-hour compliance of all faculty and staff members of the division.

Collaborates with other libraries in the Florida College System, and maintains a collegial relationship with state and regional library organizations.

Keeps up to date with trends and issues critical to Academic Librarianship.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree in Library Science or related field from a regionally accredited institution of higher education.

Five (5) years of successful full-time equivalent teaching and/or administrative work experience in higher education.

Knowledge of Library Management Systems (LMS).

Ability to direct the activities of full- and part-time faculty and staff in the academic unit.

Knowledge of enrollment management practices including assessment of student success.

Ability to critically analyze student data and develop short- and long-range plans based on the goals of the College.

Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail.

## ASSOCIATE DEAN, LIBRARY SERVICES

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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**Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds. The position requires travel to all FSW libraries in the service area.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 1, 2019.