



Classification Description

Job Title: Director, Library Services

Pay Grade: Administrator

Job Code: 3859

FLSA Status: Exempt

Job Purpose

The Director of Library Services provides leadership in the planning, direction, and evaluation of the Library in conjunction with the Vice Provost of Academic Affairs. The Director 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

Provides leadership and direction to the department chair, faculty, and staff in the development and delivery of library services and instruction across all FSW libraries.

Supervises faculty and staff including assignment of responsibilities, performance reviews and credential verification.

Manages the Library's budget; ensures that the library provides adequate and appropriate library/information resources, services, and support for its mission.

Works with the Department Chair in screening new full-time faculty and in qualifying adjunct faculty; oversees the hiring of library staff.

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

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

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

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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 professional 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.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

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

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.

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- 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.

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: February 25, 2020.