

Rich Mountain Community College

Position Description

Type Position:	Professional
College Title:	Director of Library Services
OPM/Legislative Title:	Librarian
Supervisor:	Vice President for Academic Affairs
Area:	Academic Affairs

The Director of Library Services, acting under the direction of the Vice President for Academic Affairs, is responsible for bringing quality library services to the students, faculty, and staff of the College. The director is involved in the daily operations of the community college library, i.e., budgeting, reference, reader's advisory, interlibrary loan, circulation, technology, technical services and staffing, etc.

The responsibilities of the Director of Library Services include:

Position Specific:

- Oversee the library to insure quality library resources are available for library patrons.
- Conduct and supervise all administrative duties of the library.
- Prepare and monitor library budget.
- Select and purchase all library materials, equipment and services.
- Provide cataloging, classification, verifying information on MARC records and perform editing as needed.
- Discard and weed the collection as needed.
- Procure and develop appropriate technology holdings, making sure updates are accomplished expeditiously.
- Ensure that technological equipment and databases are maintained for maximum use by students, faculty and staff.
- Work with other libraries in the development, promotion, and delivery of library services.
- Initiate, coordinate, and implement long-range planning.
- Seek input from faculty and students in the selection of library materials and services.
- Assess, plan, and evaluate activities and events concerning library service.
- Assure that the library staff is responsive to the needs of library patrons.
- Notify patrons by certified letter of overdue materials.
- Provide patron assistance, i.e. reference, circulation, reader's advisory, etc.
- Provide library orientations to students, faculty, staff and community.
- Approve donations to be added to the collection.
- Attend library related conferences and professional development training.
- Supervise and train support staff.
- Ensure that support staff attends appropriate professional development training.
- Work with faculty and community to provide use of library facilities.
- Provide professional development instruction for faculty and staff.
- Establish and maintain resource collection for faculty and staff.
- Perform other duties as assigned.

College Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose to use the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

MINIMUM QUALIFICATIONS:

- Masters of Library Science degree or equivalent with community college experience preferred.
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning
- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills
- Demonstrated commitment to professional development

Interview-related information:

Interview schedule will include:

- Brief session with VPAA and President
- Formal interview w/selection committee
- Campus tour (schedule permitting)

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application materials to:

Brenda Gillogly
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