

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARY DIRECTOR

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the administration and management of the library and learning commons; responsible for providing supervision and leadership for library and learning commons staff.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: ALA-accredited master's in Library Science/Information Science required.
2. Years of experience in the field: A minimum of five years of professional experience in a library or learning resources center is required. Additional preferred experience includes a minimum of three years of supervisory and administrative experience; experience in higher education, especially in a community/state college setting; experience with implementing an Integrated Library System; and experience negotiating with vendors and suppliers.
3. Special skills or abilities related to the position: Strong interpersonal skills. Excellent organizational skills. Skill in budget preparation and management. Knowledge of current library trends. Ability to implement new technologies to maintain up-to-date systems and processes. Knowledge of librarians' roles in instruction, both online and in-person. Ability to supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments. Evidence of initiative, resourcefulness, and adaptability.

ESSENTIAL JOB FUNCTIONS:

1. Manage all functions of the library: reference, circulation, course reserves, periodicals, interlibrary loan, collection development, acquisitions, and technical services.

ESSENTIAL JOB FUNCTIONS (continued):

2. Hire, supervise, evaluate and schedule library and learning commons staff: faculty librarians, coordinator of online library resources and instruction, library technicians, librarians (full and part-time), learning commons, and student assistants.
3. Oversee online library resources and web content to assure accuracy, currency, and accessibility.
4. Manage the stacks, learning commons, and library technologies.
5. Assure dissemination of information about current library services and resources, both online and onsite, to faculty and students.
6. Provide direct service to the library and learning commons patrons regularly.
7. Develop and administer related budgets for staff and resources.
8. Ensure that library staff engages in professional training and development and foster a culture of cooperation and collaboration among staff.
9. Provide operational and usage reports to the Dean for E-Learning and Academic Services.
10. Develop and evaluate library goals and objectives in coordination with the Dean for E-Learning and Academic Services.
11. Participate in professional activities to maintain and strengthen collaborative efforts with peer groups around the state.
12. Maintain knowledge of library trends, lead future library initiatives, and grow and support connections between the library and programs across the college and community.
13. Serve on college-wide committees.
14. Perform 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 marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works in a library environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 3

SUPERVISOR OF POSITION: DEAN - E-LEARNING AND ACADEMIC SERVICES