COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARY DIRECTOR
PAY GRADE: A-15
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

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

At the College of Central Florida, our vision is “To be the first choice for quality higher education in our community.” 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 Masters in Library Science/Information Science required.

2. **Years of experience in field**: Minimum of five years of professional experience in a library or learning resource center required. Additionally, a minimum of three (3) years supervisory and administrative experience required.

3. **Special skills or abilities related to position**: Strong interpersonal skills. Excellent organizational skills. Skill in budget preparation and management. Knowledge of current library trends. Ability to implement new technologies in order to maintain up to date systems and processes. 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 reserve, periodicals, interlibrary loan, collection development, acquisitions and technical services.

2. Hire, supervise, evaluate and schedule library staff: Faculty Librarians, Coordinator, Library Technicians, Library Reference Specialists (full and part time), student assistants.
ESSENTIAL JOB FUNCTIONS (continued):

3. Oversee online library resources and web content to assure accuracy, currency and accessibility.
4. Assure dissemination of information about current library services and resources, both online and onsite, to faculty and students.
5. Develop and administer related budgets for staff and resources.
6. Ensure that library staff engages in professional training and development.
7. Provide operational and usage reports to the Dean of E-Learning and Learning Resources.
8. Develop and evaluate library goals and objectives in coordination with the Dean of E-Learning and Learning Resources.
9. Participate in professional activities and maintain current knowledge of developments and trends in the field.
10. Serve on college-wide committees.
11. 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input, and retrieve information from a computer or other electronic device

ENVIRONMENTAL CONDITIONS

- Works in a library environment

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

PRIMARY LOCATION OF JOB: Building 3, Ocala Campus

SUPERVISOR OF POSITION: Dean - E-Learning and Learning Resources