

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, Librarians (full and part time) and 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 for E-Learning and Academic Services.
8. Develop and evaluate library goals and objectives in coordination with the Dean for E-Learning and Academic Services.
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)

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- 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: Building 3, Ocala Campus

SUPERVISOR OF POSITION: Dean - E-Learning and Academic Services