

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER - LEARNING RESOURCES CENTER – CITRUS CAMPUS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide supervision and operational management of the Citrus Campus learning resources facility and all resources and services associated with the center. Facilitate and coordinate the delivery of specific learning resources services to faculty and students including library instruction, special collections, audio visual resources, interlibrary loans and collection maintenance. Serve on college committees and activities, and assumes various other assigned responsibilities. Responsibility includes a flexible schedule, with varied evening and weekend duty.

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 required.
2. Years of experience in field: At least one year of supervisory or management experience in a learning resource center or library facility. Experience using an automated library management system is required, including familiarity with electronic databases, integrated automation systems and the Internet.
3. Special skills or abilities related to position: Positive human relations skills. Ability to establish and maintain effective working relationships with students and faculty. Proficiency in written and oral communications skills. Ability to work independently and with others in a changing environment. Commitment to the community college learning resources program concept. Evidence of initiative, resourcefulness, and adaptability.

ESSENTIAL JOB FUNCTIONS:

1. Provide for the management of the Learning Resources Center.

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ESSENTIAL JOB FUNCTIONS (Continued):

2. Supervision and scheduling of all full-time and part-time learning resource center staff.
3. Manage the learning resources center budget and resources.
4. Serve as the liaison with all instructional staff on needed resources and services.
5. Coordinate the use and delivery of audio visual and instructional technology resources to faculty and staff.
6. Conduct both individual and group library instruction and staff development.
7. Coordinate the delivery of Learning Resources Center services to all students.
8. Promote the use of the LRC.
9. Assume various other assigned responsibilities.

(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 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 inside in a library environment.

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

PRIMARY LOCATION OF JOB: Building 3 (Learning Resources Center) Citrus Campus

SUPERVISOR OF POSITION: Dean of Learning Resources and/or Vice President of Regional Campuses