

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER - LEARNING RESOURCES CENTER – CITRUS CAMPUS

PAY GRADE: P-11

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 loan, 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.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: ALA-accredited Masters 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 Resource Center
2. Supervision and scheduling of all full time and part time learning resource center staff.
3. Manage the learning resource 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. Conducting both individual and group library instruction and staff development.

ESSENTIAL JOB FUNCTIONS (continued):

7. Coordinate the delivery of learning resource center services to all students.
8. Promoting the use of the LRC.
9. Assuming 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

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, Learning Resources and/or Campus Vice President