Job Title: Library Services Director

Job Code: 10713

JOB SUMMARY

The Library Services Director is responsible for planning, organizing and directing the overall administration of the college’s library system.

MAJOR DUTIES

- Directs and coordinates a comprehensive library program, which may include a media center, at a single or multi-campus technical college;
- Develops library and information resource goals and objectives;
- Provides library instruction to students in classes and one-on-one;
- Plans, organizes and supervises the unit's work to support instruction and meet the technical college's objectives. Directs and reviews work assignments;
- Selects, orders, processes and maintains up-to-date library resource collections;
- Manages reference checks for all campuses;
- Prepares and submits various internal and external narrative and statistical reports and disseminates information;
- Responsible for providing input into and executing library resource functions of supporting distance education and on-line instruction;
- Represents the technical college on matters concerning libraries, and when appropriate, instructional media and emerging instructional technologies;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of college purchasing policies and procedures
- Knowledge of library science standards and trends
- Knowledge of grant application and management procedures
- Knowledge of cataloging and inter-Library Loan procedures
- Skill in developing and presenting teaching materials
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

Master of Library Science degree from an American Library Association (ALA) accredited institution
*and* Two (2) years of experience as a Librarian

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.