

River Parishes Community College
Library Services

Position Description and Statement of Responsibilities

Title: Director of Library Services

Function of Work:

Manage the College's Library Services in accordance with the philosophy, mission, and policies of the College.

Supervision Received:

Directly responsible to the Executive Vice-Chancellor.

Supervision Exercised:

General supervision of all Library personnel.

Duties:

Direct and manage the ongoing development of Library Services in accordance with SACS criteria.

Evaluate and administer Library Services policies, and develop or update policies as needed.

Manage and evaluate existing services, facilities, and equipment, and make recommendations for changes, additions, and/or updates with consideration to long-term planning and goals.

Prepare and administer Library Services budget.

Hire, supervise, and evaluate all Library personnel per the College's policies.

Create and instruct the one-credit-hour online LIS course (principal instructor).

Man the Library Circulation/Service desk on a rotating schedule, including weekends.

Coordinate and promote Library Services activities, special events, and workshops.

Coordinate and manage interlibrary loan services.

Assists in the development, maintenance, and evaluation of library collections.

Update and maintain the Library Services web page.

Perform all the duties of the LOUIS System Administrator and manage the Library's SIRSI Library Management software (see attached responsibilities).

Serve on administrative and faculty advisory committees.

Create reports and compile statistical data for administration and faculty.

Continue professional development by attending conferences and workshops.

Attend and participate in college functions.

Perform other duties as assigned by the Executive Vice-Chancellor.

Education and Experience:

Required: Master of Library Science degree from an American Library Association accredited program; at least five years of supervisory experience in an academic library; experience in computer applications, especially as they apply to libraries; experience with internet searching, teaching, and evaluation; proficiency in Microsoft Word and Excel.

Preferred: Experience in preparing for and creating documentation for a Southern Association of Colleges and Schools accreditation review; experience with SIRSI Unicorn Library Management System; experience troubleshooting PCs and software problems; experience with webpage creation and management.

Updated March, 2006