

## Job Description

**Title:** Director, Library  
**Unit:** Management  
**Range:** 19  
**Committee Review:** 2/6/2023  
**Synopsis:** Job description update with DEISAA

### Rational

A Library Director must provide timely support to library faculty and staff in all areas of the library operations, planning, and student success and equity initiatives. The Library has played a critical role in re-engaging students since returning to campus post remote instruction. It has served as a safe space for students to have a place to study, access print textbooks, check-out technology, and get research help and resources. The gate count for fall 2021 was 87,622, indicating the high level of use despite the Covid check-in protocols required to enter the library. The library is a 7-day operation with 14 classified staff, 10 TT faculty members, 12 adjuncts, and short-term hourly employees. The Library Director would be the direct manager for the library's day-to-day operations and provide direct supervision of the classified employees.

### Incumbent

Vacant

## DIRECTOR, LIBRARY

### DEFINITION

Under administrative direction, assists in planning, organizing, controlling, and providing administrative ~~direction~~ leadership and oversight for all operations, activities, programs, and services of the Library; coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Library and enhance the educational effectiveness of designated programs and services; assists in the department and division-wide educational planning and program development in accordance with missions, goals, and objectives of the ~~District~~ College and Division.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the ~~Dean, Library & Learning Resources Division~~ assigned managerial personnel. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

### CLASS CHARACTERISTICS

This is a Director mM management level classification that assists in overseeing, controlling, and directing all activities of the Library, including ~~short and long term~~ planning and development, and administration of departmental policies, procedures, and programs. This class ~~provides assistance to the Dean, Library & Learning Resources in a variety of~~ assists in various administrative, coordinative, analytical, and liaison capacities. Successful ~~performance of the work~~ work performance requires knowledge of education policy and ~~District~~ College functions and activities and the ability to develop, oversee, and implement projects and programs in a ~~variety of~~ various areas. ~~Responsibilities include coordinating the activities of the department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department.~~ This class is distinguished from the Dean, Library & Learning Resources in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering ~~District~~ College goals and objectives within general policy guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, controls, and directs designated operations, activities, programs, and services of the Library; assists ~~the Dean~~ in establishing and maintaining department timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Selects, trains, motivates, and directs Library personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues;

- implements discipline and termination procedures; **assists the Dean in conducting faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations;** —responds to staff questions and concerns.
3. Coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Library Department and enhance the educational effectiveness of assigned programs and services.
  4. ~~Assists the Dean in conducting faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.~~
  5. Participates~~s~~**articipates** in the development, management, and administration of the Library's annual planning and budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
  6. ~~Provides administrative leadership and long-range planning and development for the Library.~~
  7. ~~Coordinates the programs and activities of the Library.~~
  8. Collaborates with library faculty and the campus community in ~~the development and delivery of~~**developing and delivering** information competency/literacy for the College.
  9. Promote and maximize faculty and student use of the Library and its resources and services.
  10. Oversees the development and delivery of library reference, circulation, and instructional services; **, including Library courses, workshops, digital learning objects, and library orientation programs.**
  11. ~~C~~**c**ollaborates with faculty and staff to maximize **the** use of free and existing resources for online learning, ~~such as Open Education Resource (OER) and other tools;~~
  12. ~~M~~**m**onitors and recommends solutions for issues involving the library building, physical facilities, security, and technologies.
  13. ~~Assists the Dean in responding to and completing local, state, and national surveys on the library.~~
  14. Contributes to the overall quality of Library service by developing, reviewing, and implementing policies and procedures to meet legal requirements and ~~District~~**College** needs; continuously monitors ~~and~~ **and** evaluates the efficiency and effectiveness of service delivery methods and ~~procedures~~**techniques**; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Dean.
  15. Reviews outcomes, including student learning outcomes (SLO) and assessments; advises faculty and staff and provides feedback; develops and updates reports tracking the status of curriculum, SLO, and assessment for all courses and programs within the Library.
  16. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning Library operations and activities.
  17. Coordinates Library programs, services, and communications among administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of Library activities.

18. Conducts a ~~variety of~~ **various** analytical and operational studies regarding Library and programmatic activities; prepares comprehensive technical records and reports; ~~identifies; identifies~~ alternatives; ~~and~~ **and** makes and justifies recommendations.
19. ~~Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Library.~~
20. ~~Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations in the related to the area of assignment.~~
21. ~~Maintains and directs the maintenance of working and official departmental files.~~
22. ~~Monitors changes in laws, regulations, and technology that may affect Library operations; implements policy and procedural changes as required.~~
23. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Library & Learning Resources.
24. Responds to difficult **complex** and sensitive student and faculty inquiries and complaints and ~~assists~~ **assist** with resolutions and alternative recommendations.
25. **Establishes, implements, and fosters an environment of belonging relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).**
26. **Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
27. **Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.**
28. **Implements, enforces, supports, and abides by federal, state, local policies, Board Policies and Administrative Procedures.**
29. **Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.**
30. **Prepares and delivers DEISAA minded presentations related to assigned areas as required.**
31. ~~Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), as provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.~~
32. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
33. ~~Performs other related duties as assigned in support of the Library & Learning Resources Division.~~ **Performs other related duties as assigned consistent with the scope of the position.**

## **QUALIFICATIONS**

### **Knowledge of:**

1. **Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment. Principles and practices in the administration of academic library programs and services.**
2. **Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.**
3. Academic library policies and procedures.
4. Emerging technologies and trends and their impact on traditional instruction, online instruction, library materials and library services.
5. **Principles and practices of public agency budget development and administration and sound financial management policies and procedures.**
6. Planning and implementing technological innovations.
7. ~~Administrative principles and practices, including goal setting, program development, implementation, and evaluation.~~
8. Budget development, administrative practices, and ~~o~~Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
9. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
10. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
11. Curriculum standards, requirements, and assessments, and instructional techniques and strategies related to Library functions, programs, and services.
12. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
13. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
14. ~~Modern office practices, methods, and computer equipment and applications.~~
15. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~
16. Techniques for effectively representing the District**College** in ~~contacts~~**contact** with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
17. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District**College** staff, including individuals of various ages, **and** various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. **Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty and staff.**

2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- ~~6. Provide administrative and professional leadership and direction for the department and the District.~~
- ~~7. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.~~
- ~~8. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.~~
9. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility; ~~;~~
10. ~~S~~select, motivate, supervise, and evaluate the work of faculty and staff and train staff in work procedures.
11. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
12. Effectively administer a variety of various departmental programs, projects, and administrative activities.
13. Effectively represent the ~~District~~ College and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
14. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
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16. ~~Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.~~ Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
17. Establish and maintain a variety of filing, ~~record-keeping~~ record-keeping, and tracking systems.
18. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
19. Operate modern office equipment, including computer equipment and specialized software applications programs.
20. Communicate effectively through various modalities.
21. Learn and apply emerging technologies and, as necessary, perform duties efficiently, organizationally, and timely manner.
22. Use English effectively to communicate in person, over the telephone, and in writing.

~~23. Understand scope of authority in making independent decisions.~~

24. Review situations accurately and determine the appropriate course of action using judgment according to established policies and procedures; **Understand the scope of authority in making independent decisions.**

~~25..~~

26. Establish, maintain, and foster positive and effective working relationships with those contacted ~~in the course of~~ **during** work.

### **Education and Experience:**

1. ~~Equivalent to a Master's degree in Library Science or Library & Information Science from an accredited college or university; -and~~
2. ~~Three~~ **(43) full-time equivalent** years of experience in library management or in a related academic leadership assignment at an institution of higher education.

### **Desirable Qualifications:**

1. **Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in a minority-serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR**
2. **Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in a minority-serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).**

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

**Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; ability to understand and comprehend written and electronic materials; and ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and**

~~hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.~~



## **ENVIRONMENTAL ELEMENTS**

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees ~~may~~ **may** interact with staff, students, ~~and/or~~ **and** the public in interpreting and enforcing departmental policies and procedures.