

JOB TITLE	Director of Library and Information Services
JOB CODE	DLIS09262018
REPORTS TO:	Vice President of Academic and Student Affairs
CLASSIFICATION:	Full-time, exempt, benefits eligible
AVAILABLE:	Open Until Filled

To apply for this position send resume and cover letter to jobs@loc.edu and place the job code **DLIS09262018** in the subject line of the email.

POSITION OVERVIEW:

Under the general supervision of the Vice President of Academic Affairs, the Director of Library and Information Services provides leadership that inspires and activates staff to work to ensure strategic alignment of library resources with the mission of LeMoyne-Owen College. The Director identifies processes which will lead to optimizing customer service through innovative technologies, policies, and services. As an administrator, the Director will develop and maintain an automated academic library system as well as manage print and archival collections. Essential duties and responsibilities include, but are not limited to, supervision and empowerment of staff, development and recommendation of long range planning goals, develop and administer budget, promote library services and resources to the academic community, and provide assistance to College and Community patrons.

DUTIES AND RESPONSIBILITIES:

- Providing oversight for organization, processing, cataloging, evaluation, inventory, purchasing, circulation, referencing, and promotion of materials;
- Engaging in collaborative planning and guidance initiative that supports learning, teaching, information, literacy modules for face-to-face and web classes, library orientation and development of the library resources;
- Articulating a positive image of the Library across campus and to community stakeholders;
- Developing and administering preliminary budget in consultation with staff members and the Vice President of Academic Affairs;
- Develop and implement procedures and policies for library operations;
- Recommend and implement long term goals and objectives as determined by the College;
- Coordinate physical maintenance of library building;
- Select resources to support College curriculum;
- Report to the Vice President of Academic and Student Affairs on the status of library services;
- Keep current in library print, digital, and online resources as well as copyright laws, cataloging, other technical services, and library instruction;
- Prepare and/or generate routine correspondence, letters, memoranda, forms, reports and other documents;
- Respond to routine requests for information from faculty, students, and members of the staff, the public or other individuals;
- Serve on committees and/or attend meetings as directed or as appropriate
- Other duties as assigned

QUALIFICATIONS:

- A Master's degree in Library Science from an ALA-accredited institution;
- Minimum of 3 years professional library experience, preferably in an academic library setting;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Library outreach and student/faculty engagement;
- Skills in Open Education Resources and emerging trends in library technologies;
- Public service oriented and experience providing face-to-face as well as online instruction and support, ability to work collaboratively with diverse constituencies
- Evidenced professional initiative, enthusiastic presentation and instructional skills delivery and flexibility.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Employee must be able to lift books and other library materials, push/pull trucks weighing up to 100 lbs. Ability to bend, stoop, sit, walk and stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.