A. Position Summary

The Director of Library Services is responsible for the development, implementation, and direction of all library services to meet the scholarly and intellectual needs of the college community for the Brewton and Atmore campuses. The Director of Library Services has the responsibility for bibliographic instruction.

B. Organizational Reporting

The Director of Library Services is directly responsible to the Dean of Instruction.

C. Essential Functions/Major Responsibilities:

At a minimum, the essential functions of the Director of Library Services are:

1. to develop and evaluate continuously the philosophy and goals of the library;

2. to plan and administer all programs and services of the library for both campuses;

3. to supervise and evaluate library personnel;

4. to establish and maintain communications between the library and the faculty and administration;

5. to prepare and administer the budget for purchase, processing and maintenance of the print and non-print materials and equipment;

6. to evaluate the library collections and develop and revise policies and procedures for effective collection development;

7. to prepare and submit appropriate college reports and documents relative to the library;

8. to provide direction and supervise personnel in circulation and technical services;

9. to orient groups who visit the library to library skills;

10. to answer reference questions;

11. to provide assistance to users in locating and selecting library materials;

12. to attend state and national meetings relating directly to the library and maintain currency in areas of responsibility contingent on availability of funds;
13. to establish and maintain a cooperative working relationship with other institutions, librarians, and media specialists;

14. to supervise work study students when assigned to evening duty in the library and assist in answering the college switchboard and relaying messages to appropriate college personnel;

15. to relay messages to maintenance, security, and the Director of Evening Programs on the Atmore and Brewton campus when on duty at the circulation desk;

16. to serve on the Instructional Council;

17. to serve on college committees; and,

18. to represent the Library at Division Chair meetings.

D. Other Responsibilities

Assume other work related responsibilities as assigned by the Dean of Instruction, the President or his/her designee.

E. Performance Evaluation

The Director of Library Services will be evaluated annually by the Dean of Instruction in accordance with college policy.

F. Qualifications

The qualifications for the Director of Library Services shall be a minimum of a Master’s Degree in Library Science from an ALA accredited library program. Three years experience and prior experience with an automated library system required.

G. Essential Characteristics

- Knowledge of trends and issues in library and information science
- Knowledge of library automation
- Knowledge of library operations and procedures
- Knowledge of computers and the ability to use library software and systems
- Management skills
- Broad knowledge of the subject matter taught in a variety of college courses
- Knowledge of collection development and specific knowledge of the available resources in the library’s collection to meet the needs of library users
- Basic knowledge of the classification systems used to arrange books by subject on the shelves
- Knowledge of the use of reference materials
• Knowledge of the community college’s mission, purpose and goals and the library’s role in achieving them
• Excellent oral and auditory skills for direct contact with students, staff and public
• Visual ability
• Excellent writing skills
• Manual dexterity
• General typing, filing, data entry, and word processing skills with a high degree of accuracy and attention to detail
• Specialized knowledge of library functions as taught in the Masters of Library Science Program
• Ability to supervise others
• Ability to manage stress and time well
• Ability to sit and stand for extended periods of time
• Ability to work well with others
• Ability to perform basic mathematical skills, such as percentages and fractions, etc.
• Ability to maintain confidentiality