State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Library
Reports to: Executive Vice President and Provost
FLSA Status: Exempt
Level: 215
Position Class:

Job Summary:
This position is responsible for strategic leadership for the management, coordination and integration of library and academic services with information and learning technologies. This position is responsible for planning, directing, and providing oversight of the administration of all aspects of the College wide Library Services division.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership, vision and administrative oversight of the College-wide library resources and services.

2. Develops and implements library annual goals in support the College’s mission, strategic plan and goals.


4. Collects, reports and interprets statistical data related to Library effectiveness and usage to support College and Community needs.

5. Plans, develops and manages the Library budget to meet strategic initiatives.

6. Represent the Library on various College committees.

7. Works collaboratively with academic, student and business departments to achieve College goals.

8. Represents State College of Florida, Manatee-Sarasota as the administrative contact to the College Center for Library Automation (CCLA).

9. Participates in on-going professional development to keep abreast of cutting edge library trends.
10. Provides leadership for the development, implementation and oversight of state of the art Online Library Management System.

11. Applies new technologies to maintain currency and support best practices in library services.

12. Supervises, evaluates, and coaches the Library staff.

13. Participates in the expansion of the College in offering select baccalaureate programs and other services, which may include a joint use program with the public library systems.

14. Provides development and oversight of College archives.

15. Represents the Library in the planning and implementation of new and renovated facilities.

16. Performs additional duties as requested by the Vice President.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree in Library Science or equivalent from an accredited university with at least five years’ experience working in a library. Prefer community college and joint-use library experience with public libraries and higher education.

- **Supervisory Experience:**
  Supervisory experience of at least three years.

- **Language Ability:**
  Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  To perform this job successfully, an individual must have an intermediate knowledge of word processing, spreadsheet, internet, and database software. Within three months of hire must be
able to use College e-mail, Library Management System software and other College required software.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position is responsible for the direct supervision of four individuals and indirect supervision of an additional thirteen individuals.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with all members of the Campus and College community.

- **External Contacts:**
  This position has routine contact with individuals at CCLA, other librarians, and vendors

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   Act in a courteous manner
Actively listen to gain full understanding
Demonstrate awareness of “everything speaks”
Show empathy and caring

RESPONSIVE
Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
<th>Signature</th>
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<td>Preparing Manager</td>
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<td>Department Budget Manager</td>
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<td>Director, Human Resources</td>
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