

DIRECTOR OF LIBRARY/LEARNING RESOURCES AND DISTANCE EDUCATION
(Management Designation)
(Range 56)

DEFINITION

Under direction of the Assistant Superintendent/Vice President of Student Learning, the Director of Library/Learning Resources and Distance Education is directly responsible for the management of various Library operations, Learning Resources, and Distance Education courses that serve a diverse student body. The Director's responsibilities include providing ongoing management of and leadership in the following areas:

- Library services;
- Library collections;
- Library faculty and staff and continuing education opportunities for both;
- The Library/Information Technology instructional program;
- Distance education program development, implementation, and evaluation.

DISTINGUISHING CHARACTERISTICS

The Director of Library/Learning Resources and Distance Education is distinguished by the requirement to coordinate the College's library operations and support for distance education. The College Library is an important academic center for the campus and manages the Library/Information Technology instructional curriculum.

The performance of duties by the Director of Library/Learning Resources and Distance Education contributes to Institutional Effectiveness and Student Learning Outcomes by ensuring that Library Resources are current, relevant, and readily available to students, faculty and staff.

ESSENTIAL FUNCTIONS

Library/Learning Resources:

- Promote, direct, develop, supervise, and manage library and learning resource facilities, functions, and services within the District;
- Integrate and coordinate the functions and services of the library learning center with the entire college program;
- Plan and provide for the development of the library collection to support the college curriculum and continuing education for the college community;
- Oversee the development and administration of library automation and digitization programs;
- Review needs, initiate requests for positions, screen, interview, recommend for employment, and evaluate performance of employees;
- Supervise classified and faculty employees;
- Determine specific needs for employee professional development/continuing education activities and encourage participation as appropriate;
- Monitor national trends in libraries and instructional technology;
- Interpret the services and needs of the library and learning resources to the community;
- Manage and serve on the Friends of the Library Board.

Library/Information Technology Program:

- Direct the operations, development, faculty assignments, and outreach for the Library/Information Technology Program including the degree and certificate programs;
- Meet with local and state advisory committees and coordinate with local schools and agencies;
- Coordinate services and instruction with universities, colleges, local schools, and agencies;

- Act as the point person for student learning in regard to technology issues;
- Manage High Tech Center's open computer lab to provide students with access to specialized software;
- Encourage and promote the development of curriculum for Library/Information Technology;
- Collaborate with Computer Services decisions concerning District software and technologies for use in the classroom and for Distance Education courses;
- Manage instructional software such as Turnitin, Impatica, WebCT, and Blackboard to include licensing, renewal, budgeting, and provide faculty and student support;
- Administer support for an external server.

Distance Education:

- Serve as a liaison to divisions involved in distance education and plan, develop, implement, and evaluate distance education programs and services;
- Facilitate, develop, direct, and supervise technical support for education in distance modalities;
- Schedule courses for distance education-based library programs;
- Manage budget; facilitate academic support services, and support of courseware management systems;
- Specific tasks include:
 - Manage course management system;
 - Communicate training needs for distance education faculty.

Additional Functions:

- Develop resources and programs promoting information competency across the curriculum;
- Develop budgets, program reviews and unit plan reports;
- Serve on District standing committees as assigned;
- Participate in college, regional, and state committees and professional organizations;
- Represent areas of responsibilities at conferences, statewide meetings, to other schools, and to the community at large;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other duties as assigned.

Duties may require the ability to:

- Interact and work effectively with campus constituencies using strong interpersonal skills and a collaborative management style;
- Promote a team-centered environment among staff, faculty, administrators, and the community;
- Provide leadership in the advancement of instructional technology including library resources, multimedia, distance learning, and computer-assisted instruction;
- Supervise and evaluate the work of others;
- Communicate effectively both orally and in writing;
- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required

- Master's degree from an American Library Association Accredited Program.

Preferred

- Doctorate

Experience:

Required

- Minimum of one year of educational administrative and leadership experience, preferably in a Library or Learning Resource Center; **and**
- Minimum of five years progressively responsible professional experience in an academic Library or Learning Resource Center.

Preferred

- Record of teaching and scholarship in Library Information Science highly desirable.

Or any equivalent combination of education and experience.

Knowledge of:

- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

Board of Trustee Approval: 08/08/07