

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

TITLE:

Executive Director Learning Resources (Campus)

DIVISION:

Campus Provost

DEPARTMENT:

Campus Library/Learning Resources

SECURITY SENSITIVE:

Yes

JOB TITLE CODE:

2893

FLSA STATUS:

Exempt

FUNCTION: To provide leadership in the administration of the assigned campus Learning Resources Center.

REPORTS TO: Campus Provost

SUPERVISES: Reference Librarians, circulation and periodicals staff (all campuses);

Technical Services staff (SCC only)

, LRC Specialist, and support staff.

MAJOR RESPONSIBILITIES

Essential Job Functions:

- 1) Plan, implement, maintain, direct, and evaluate the assigned campus Learning Resource Center's services, programs, collections, procedures, and processes. Provide leadership for the visioning, strategic planning, development, and adoption of new programs, facilities, technology, and renovations within the areas of responsibility.
- 2) Direct the formulation and administration of policies and procedures for information storage and delivery.
- 3) Formulate and recommend annual budget requests that support services and library collections that are responsive to the District's strategic goals. Recommend the purchase of facilities, technology and capital equipment necessary to the effective maintenance and implementation of services and programs within the assigned campus LRC. Operate within the approved budget.
- 4) Build mutually beneficial relationships with other libraries, consortia, institutions, and agencies.
- 5) Provide leadership in identifying and responding to community needs.
- 6) Plan, develop, and promote means for improving instruction and instructional services District-wide.
- 7) Recruit, recommend, supervise, develop, and evaluate full-time and part-time staff in accordance with District policies and procedures.
- 8) Participate directly in the determination of District policies and procedures, especially those that affect the LRC.

Marginal Job Functions

Serve in a leadership role to ensure the college maintains standards required for SACS accreditation.

Assist the District's Provosts with special projects and initiatives as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Extensive current knowledge of District's instructional requirements.

Knowledge of appropriate professional standards and guidelines related to facilities, staff and collection development.

Knowledge of computer and telecommunication standards and protocols.

Ability to pursue the District's strategic goals, formulate plans and achievement indicators, and identify the appropriate activities and functions to meet these objectives.

Ability to analyze and specify complex electronic information integration and delivery systems and services.

Oral and written skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the public.

Current knowledge of world, national, and regional trends in information storage and delivery.

Ability to meet deadlines for reports and assignments.

Ability to listen actively and demonstrate understanding.

Ability to effectively plan work activities, schedules, priorities of staff and utilization of resources.

Ability to perform all the essential functions of this position.

Education and Experience:

Education: Master's degree in Library Science from an ALA

accredited institution.

Experience: Five (5) years of progressively responsible library management experience in an academic library including management of the library budget. Significant experience in successful project planning and implementation. Demonstrated in-depth knowledge of automated library systems and remote access teaching/learning technologies.

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.