

**IMPERIAL COMMUNITY COLLEGE DISTRICT
DIRECTOR, LIBRARY AND LEARNING SERVICES**

DEFINITION:

Under the direction of an appropriate educational administrator, plan, organize, coordinate, and manage the activities of the Library Media Center, Study Skills Center, Academic Tutoring Labs, Computer Lab, and other related learning services at Imperial Valley College.

EXAMPLES OF DUTIES:

- Manage and coordinate Library and Learning Resources programs, facilities and operations.
- Provide direction for the learning resources and academic support programs in library services and information competency/literacy.
- Provide leadership for program review and budget needs in relation to learning outcomes.
- Supervise and evaluate a diverse faculty and staff in the development and maintenance of programs and services.
- Oversee tutoring programs and all related duties. Develop tutoring and tutor training curriculum as appropriate.
- Work effectively and collaboratively with faculty, staff, and administrators in a participatory governance environment.
- Set priorities for various resource needs, provide program analyses and participate in strategic and long-range planning.
- Work collaboratively with other departments to address issues related to facilities management, technology, safety, and security as they relate to the library and learning services.
- Oversee special projects, grants and programs, as assigned.
- Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to program and service needs.
- Chair or participate on hiring committees as assigned; ensure compliance with policies, procedures, and practices for the employment of faculty, staff, student workers and temporary employees.

- Manage personnel issues and adjudicate faculty, staff, and student concerns.
- Recommend changes to maintain relevance of learning services programs.
- Direct and coordinate the introduction of new technologies.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive library and learning support operations and design
- Library and tutoring standards and practices
- Library processes and procedures
- Budget development and fiscal management.
- Supervising and evaluating personnel within a collective bargaining setting.
- Working with both public and private agencies.
- Federal and State regulations governing California Community Colleges
- Board Policies and Procedures

SKILL/ABILITY TO:

- Plan and organize work.
- Assess and evaluate programs and personnel.
- Communicate effectively orally and in writing.
- Work cooperatively with others.
- Lead and direct the work of others.
- Analyze situations accurately and adopt an effective course of action.
- Comply with Title V, California Education Code, and Accreditation standards.
- Operate computers and their peripherals
- Use current common software applications in order to accurately enter and retrieve data.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Conduct personnel training as appropriate.
- Network with local and state agencies.
- Demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff.

MINIMUM QUALIFICATIONS:

Possession of a master's degree and one year of formal training, internship, or leadership reasonably related to the administrative assignment.

Preferred Qualifications:

Master's degree in Library Sciences or Library and Information Science.

Educational Administrator/Range 8
Board Approved:

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

This position requires a flexible schedule including evening and weekend hours.

STATUS/RATIONALE:

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional services of the College and the District.