

Job Description

Job Title:	Library Services Director
FLSA Status:	Exempt
Grade:	35
Department:	Academic Affairs
Reports to:	Vice President of Academic and Student Affairs

Job Summary

The Library Services Director is responsible for providing vision, direction, and management of the Elizabeth Daly Library (Gillette College) in support of Gillette Community College's mission and goals. This position involves innovation with strong collaborative service-orientated skills as well as technical skills to balance the need for electronic and virtual sources for on-campus and distance education. The Library Services director has a student-centered focus with a strong commitment to student learning and promoting an atmosphere of positive response to patron needs. As part of their proactive leadership role, the director must stay current on future trends and technology developments in library science including attending conferences, seminars, workshops, and reading professional literature.

Essential Duties and Responsibilities

- Provide vision and leadership for Gillette College Library in support of Gillette Community College's mission and goals.
- Coordinate and consult with faculty to deliver information literacy instruction to students, faculty, and staff in formats suitable to class, group, or individual needs.
- Plan, develop, and deliver high-quality student-centered library services and programs.
- Coordinate and provide reference services to faculty, staff, and students through various technologies.
- Develop the library collection including selection, acquisition, and maintenance.
- Develop an effective and collaborative library team.
- Proactively communicate and collaborate with library stakeholders including faculty, staff, and students.
- Research, negotiate, acquire, and maintain (including troubleshooting) the electronic database collection to support Gillette College programs and library patrons.
- Prepare and oversee library budget and operations.
- Supervise library staff including full-time and part-time employees as well as student employees.
- Represent Gillette College Library on local and external library committees, including Gillette College Library Resources Committee, State Library Directors group, Wyoming Community College Consortium, etc.
- Represent and promote Gillette College Library on internal Gillette College committees.
- Prepare annual library reports for Gillette College and external groups.
- Develop library policies and procedures.
- Attend conferences, workshops, and meetings at the local campus, state, regional, and or national level to stay informed and current on issues related to library management, technology, and services.
- Assist in Gillette Community College's recruitment and retention efforts by collaborating with admissions personnel and promoting the value of the library and the college.

- Perform other related duties as necessary or assigned.

Knowledge, Skills, and Abilities Required by the Position

- Strong leadership skills.
- Knowledge of and ability to adopt new technologies and strategies to support evolving student needs.
- System administrator experience managing library applications including digital/electronic resources, discovery tools (Summon), and Integrated Library Systems (SirsiDynix and Aspen).
- Knowledge of and ability to adopt new technology and strategies to support evolving student, faculty, and staff needs.
- Have an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles; and successfully foster and support an inclusive educational and employment environment.
- Academic information literacy instruction experience.

Working Conditions/Physical Requirements

- Working conditions will include engagement inside and outside the classroom.
- Evenings and weekends, as required.
- Physical requirements include standing, stooping, and sitting for periods of time.
- Prolonged periods of sitting at a desk.

Supervisory and Management Responsibility

- Library staff including part-time.
- Student workers.

Minimum Qualifications

- ALA-accredited master's degree in library and information science
- Minimum of two years of progressively responsible job duties working in an academic library
- Minimum of two years of managing and maintaining databases.

Complete applications will contain a cover letter, resume, and a Gillette College Application.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG

Equal Opportunity and Affirmative Action Employer

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