

# **Adams State College Nielsen Library**

## **Library Director** Position Description

### **NATURE OF WORK:**

The Director of the Library reports to the Provost and is responsible for the leadership and overall management of library services and collections. The Director is responsible for planning, budgeting and staffing in support of the academic, instructional and information needs of faculty, staff, students and secondarily the San Luis Valley community. The Director is an exempt employee, is a member of the Provost's Operations group, attends meetings committed to state and college budgets, and attends departmental meetings regarding library services and resources.

### **SUPERVISION:**

The Director of the Library oversees all library operations and supervises all library professional and support staff.

### **SUMMARY OF RESPONSIBILITIES**

- Consult with College faculty to determine library resource and service needs of academic programs and departments
- Develop programs and policies in support of the academic program overall and in key areas such as access to collections, information literacy, student and faculty research, and technology
- Consult with College administrators to determine budget and personnel requirements and to coordinate library practices and procedures with College policies
- Consult with the Chief Information Officer to determine technology needs and resources and to provide support for information management and delivery
- Evaluate the mission of the College and how best to provide information resources and services that support that mission
- Evaluate the mission of the Nielsen Library
- Evaluate the strategic plan for the Nielsen Library
- Act as library liaison to academic departments as needed
- Consult with Facility Services to coordinate maintenance of and modifications to the Nielsen Library building
- Develop and administer the Library's annual materials and operating budgets
- Manage the Library's physical collections
- Trial, select and provide access to appropriate electronic information resources
- Represent the College at national and regional conferences
- Participate in leadership positions in appropriate professional activities
- Assess quality and effectiveness of programs and services
- Support all library staff in professional development and activities

- Staff the reference desk as needed
- Work with Marmot's Executive Director regarding the Library's ILS (Integrated Library System) and the variety of services Marmot offers
- Act as the Library's representative on the Executive Council of Marmot Directors
- Act as the Library's representative for WCALC (Western Colorado Academic Library Consortium)
- Act as the Library's representative for CALC (Colorado Academic Library Consortium)
- Provide back-up assistance in all departments of the library
- Mentor students, including teaching lifelong skills and work related responsibilities
- Serve on campus committees as needed
- Be involved with other San Luis Valley librarians
- Demonstrate excellent human relations and communications skills
- Establish and maintain effective working relationships with library staff, patrons and the College administration

**PROFESSIONAL DEVELOPMENT:**

The Library Director will keep abreast of changes and trends in librarianship, as well as trends in higher education.

**QUALIFICATIONS:**

- Masters of Library Science from an ALA accredited program
- Considerable experience in an academic library setting
- Preferably experience as a library director
- Ability to supervise others well
- Commitment to offering excellent customer service
- Knowledge of database and web searching
- Leadership in providing services to those users of library services.
- Experience serving on boards and committees