

POSITION DESCRIPTION

TITLE: Director of the Library – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting directly to the Provost/Dean of Faculty, the Director of the Library provides leadership and administrative oversight for all aspects of library operations including resource allocation, strategic and operational planning, and development of library programs. The library places particular focus on the provision of information resources and services in support of the teaching and learning mission of the College. Note that all references to “library” and “the library” include the College archives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides leadership and vision for the library.
- Oversees all aspects of library administration including strategic planning, budget development and management, personnel and facilities management, stewardship of collections and ongoing assessment of library services and resources.
- Hires, supports, organizes and directs the work of the library staff.
- Collaborates with the faculty to promote information literacy throughout the undergraduate curriculum.
- Provides direction for improving the services and operations of the library.
- Provides a framework for the future role of the library in an academic setting.
- Encourages a responsive culture that welcomes change, innovation and risk taking.

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- Represents and advocates for the library internally in the areas of fiscal, personnel, and facilities needs.
- Represents the College and the library to external agencies and consortial partners including the USMAI Council of Library Directors and Congress of Academic Library Directors of Maryland. Maintains and strengthens collaborative relationships.
- As a member of the faculty, participates in the academic affairs and governance of the College.
- Stays current with professional developments through activities including reading professional literature, email lists, and conference attendance.

STRONGLY PREFERRED QUALIFICATIONS:

- Experience in strategic planning.
- Experience with library facilities management, including creative space planning.
- Experience promoting professional development and growth opportunities for librarians and library staff.

MINIMUM QUALIFICATIONS:

- Education: M.L.S. or equivalent Master's degree from an ALA-accredited program.
- Experience: History of progressively more responsible leadership positions in an academic library setting.
- A demonstrated commitment to undergraduate education.
- Excellent communication and interpersonal skills.
- Experience advocating for the library in a college or university setting.
- Experience building effective working relationships, fostering a collegial working environment, and building consensus.
- Evidence of scholarly and professional achievement.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.