Clatsop Community College
Position Announcement

Library Director

Clatsop Community College is seeking a full-time Library Director.

Assignment: 12 months per year; 245 days annually. This is an Exempt position.

Closing date: Applications must be submitted by May 29, 2015 at 5 PM.

To Apply:
Applications for this position must be submitted using the College's Applicant On-line system. To access the system, follow these instructions:
(Note: Computers are available in the Human Resource Office and the College Library.)

Go to the College's web site: www.clatsopcc.edu

Scroll to the bottom of page and click on *Employment*

- You will see a list of jobs that are currently available
- Click on the link that says *Click here to go to the College's on-line application system*

Once in the applicant on-line system, here's what you can do:

- View job descriptions and position details by choosing from the list of open positions. (Click on: Search Open Positions)

- Create a user account and an application, and then you can manage your applications.

Contact information:

Office of Human Resources
Clatsop Community College
1651 Lexington Avenue
Astoria, OR 97103
Telephone: 503/338-2406   TDD: 503/338-2468   Fax: 503/338-2451

The College is an equal opportunity, affirmative action employer. Applicants needing accommodations, should contact the Human Resource office

Library Director

JOB SUMMARY

Administrative responsibility for all functions of the Library & Learning Commons which includes information literacy instructional material development, open educational resource development, learning support services, and collections, services, and modes of access that are responsive to the changing teaching and learning needs of the students and faculty of the college.

ESSENTIAL DUTIES

1. Provides reference assistance in a variety of settings.

2. Supervises the performance of professional and program support staff. Supervision includes training, work assignment and review, performance evaluation and making hiring and termination recommendations.

3. Works with faculty to develop integrated information literacy curriculum content for students.

4. Develops and recommends annual operational budget for the department and participates in the overall budgeting process of the College.   Monitors department expenditures to ensure compliance with budgetary guidelines and appropriate use of funds.

5. Maintains the library website and content.

6. Directs development of Library collections (audiovisual, print and electronic resources) in support of the College's curriculum**.**

7. Participates in overall College governance through committees, councils, and administrative meetings as assigned.

8. Participates in local, regional and state professional organizations and represents the college interest in consortia and/or partnerships as afforded and appropriate.

9. Advises assigned students.

10. Works cooperatively with other College personnel including library staff in managing, planning, and implementing information technologies located in the library, including the library's automation system.

11. Participate in campus-wide initiative to reduce student costs by facilitating the adoption and adaptation of open educational resources (OER) within the curriculum. Work with faculty, staff, students, and partners to inform, educate, and assist implementation of OERs.

12. Directs operation and continued improvement of the Learning Commons to support student needs.

13. Engage and serve the local community

EDUCATION AND EXPERIENCE
Required Qualifications
- Master's degree in Library Science or Library and Information Science from an American Library Association or equivalent accredited institution.
- Three years of library experience in an academic/college setting.
- Basic experience with web site content development and maintenance.
- Experience with information literacy curriculum development.

- Experience with web-based publishing, presentation tools, screencasting, libguides, and various media types.
- Recent work experience in a community college library.
- Experience with Learning Commons environments.

KNOWLEDGE REQUIRED

Knowledge of concepts, principles and practices of library management, particularly as applied in a higher educational institution.

Knowledge of budgetary procedures and processes.

Knowledge of information literacy instruction that supports student achievement and enhances faculty teaching activities.

Knowledge of current information technologies and automated library systems; ability to trouble shoot and problem solve the system.

Familiarity with open education, open textbooks, open access, copyright, and intellectual property.

Basic experience with web site content development and maintenance.

SKILLS REQUIRED

Skill in computer operations and software including word processing applications.

Skill in management and leadership.

Skill in assessing the effectiveness of resource material and technologies.

Skill in communications and interpersonal skills as applied to interaction with college administrators, faculty, staff and students.

ABILITIES REQUIRED

Ability to develop and use valid and reliable department effectiveness assessments to improve services.

Demonstrated experience in team approaches to problem solving.

Ability to manage time, prioritize tasks, and organize work to complete assignments.

At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.