NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Learning Resource Center

Department: Instruction
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification II
Work Schedule:
  Monday - Thursday 8AM - 6PM
  Friday 8AM - 12PM
  Or as assigned by the supervisor

Job Status: Full Time
Reports To: Executive Vice President of Instruction
Amount of Travel Required: As needed
Positions Supervised:
  Librarian, Reference Librarian, Circulation Clerk, LRC Tech Services Clerk
Contract Length: 12 months

PURPOSE:

The Director of the Learning Resource Center (LRC) is responsible for strategic planning, policy formulation and implementation, management of operations, budget formulation and management, personnel management, and program development for the library and media services units of the college. Both directly and through the training and supervision of staff, the Director has the ultimate responsibility for the provision of all library and instructional media services for the college and its constituents in accordance with the college’s mission and goals. The Director is the college’s primary advocate for library technology and a major advocate for educational uses of information technology. The Director is responsible for administering the library’s automation system and public access workstations. The Director provides campus leadership as a permanent member of the Technology Committee and Instructional Council and serves as requested on other committees and policy-making bodies.

MAJOR RESPONSIBILITIES:

- Plan, coordinate, implement, and evaluate library and instructional media services. Such services include but are not limited to acquisitions, collection development, cataloging, circulation, reference, bibliographic instruction, interlibrary loan and document delivery, stack maintenance, use of audiovisual materials and equipment, and access to informational and instructional computer hardware and software.
- Formulate, implement, and evaluate policies and procedures for the use of library and instructional media materials, equipment, and facilities.
- Recruit, select, orient, supervise, and evaluate LRC personnel.
- Prepare and administer the annual LRC budget.
- Collaborate with faculty and administrators to build the library collections; provide needed equipment, facilities, and services; and promote and encourage use of the LRC.
- Administer the library’s automation system and public access workstations. In this capacity, the Director often works in consultation and cooperation with Computer Services personnel. Responsibilities include but are not limited to purchasing, installing, troubleshooting, and evaluating software and hardware.
- Develop cooperative partnerships with other libraries and learning resource centers on the regional, state, and national level.
- Represent the college in library consortia and organizations.
Serve on committees and perform other relevant duties as requested by the Vice President for Instruction and Student Development.

CHARACTERISTICS OF THE POSITION:

- Requires up-to-date skills in a wide range of academic librarianship
- Provides vision for the future of the LRC, and as such, the position requires the ability to analyze current trends in academic librarianship and to extrapolate their appropriateness to the college’s current and future needs.

MINIMUM QUALIFICATIONS:

- Master of Library Science degree or its equivalent from a graduate institution accredited by the American Library Association.
- Minimum of three years broad-based experience working in a library (college or university library strongly preferred) in a supervisory role.
- Working knowledge of the Internet, local area networking concepts, and commonly used computer hardware and software. Experience using Intel-based hardware and Windows platform (server, workstation, and applications) highly desirable.
- Experience using a major library automation system. Experience should include some behind-the-scenes administrative responsibilities using one or more modules (e.g., cataloging, circulation) and not be confined to public access use.

SIGNATURES:

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Director, Learning Resource Center                              Date

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Executive Vice President for Instruction                       Date

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President                                                      Date