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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**Library Director**

**DEFINITION:**

Feather River College invites applications for a full-time, tenure-track appointment for the position of Library Director. The successful candidate will have a working knowledge of all aspects of librarianship in a community college setting and be expected to work directly with students, faculty and other college employees as well as supervise two classified staff members and student workers.

The library occupies the second floor of the newly constructed Learning Resource Center. The facility combines form with function to create a learning environment that is aesthetically inviting and conducive to its purpose of providing support for the college’s instructional programs. A computer lab with 30 workstations and an area for group study is conveniently adjacent to the reading/quiet study area with comfortable seating and carrels for individual study. All carrels, tables and chairs have easy access to electrical outlets, allowing patrons to use their personal electronic devices for the length of their stay. The library is completely outfitted with new equipment and furniture and is the hub of instructional support activities on campus, along with the Instructional Resource Center, which is located on the first floor of the LRC.

**CLASSIFICATION:**

* FLSA Exempt
* Academic
* Date Modified: June 2012

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Under the direction of the Chief Instructional Officer, plans, develops, coordinates and implements all library services.
* Provides one on one reference service to students enrolled in the college’s instructional programs. Demonstrates research strategies to students using the college’s Book & Media Catalog, electronic databases and various Internet sources, including search engines and directories.
* Supervises, trains, schedules, mentors and evaluates library classified staff and student employees.
* Provides classroom instruction which includes, but may not be limited to, library orientations, presentations on specific research topics, and the overall promotion of information competency to the campus community.
* In collaboration with faculty colleagues, selects and recommends materials for strong print and electronic collections in support of college instructional programs.
* Researches, recommends and implements new technology applications, equipment and resources for the library.
* Assesses and develops student learning outcomes for the library.
* As a member of the Academic Senate, serves on the Council on Instruction and other permanent and *ad hoc* committees.
* Prepares Annual and Comprehensive Program Reviews and other relevant planning documents for the library.
* Collects, organizes and catalogs District/College archival materials (e.g., news articles, important documents and reports, etc.)
* Pursues continuing education toward maintaining currency with developments and changes in library and information services through conferences, workshops, coursework and professional reading.

# **MINIMUM QUALIFICATIONS:**

* Master’s in library science, or library and information science, **OR** the equivalent.
* Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff

**DESIRABLE QUALIFICATIONS:**

* Experience in the overall supervision of community college library services and operations, including reference assistance, personnel management, budgeting, collection development, relevant technology applications, and the development and implementation of policies and procedures.
* Excellent oral, written and interpersonal communication skills.
* Strong organizational, problem-solving and leadership skills.
* Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.
* Ability to teach effectively in the classroom with students of varying academic abilities and diverse backgrounds.
* Ability and willingness to work cooperatively with all college constituencies.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Frequent standing, sitting, reaching, walking; occasional lifting (overhead, waist level from floor), carrying, bending; frequent near vision use for reading; constant use of voice (somewhat above normal conversation level); frequent hearing use (ordinary conversation level); evaluative and cognitive thinking (lack of mental impairment).