

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Director, Kares University Library
Supervisor's Title: Associate Vice president for Academic Affairs
FLSA Status: Exempt

JOB SUMMARY:

The Director of the Kares University Library is responsible for managing the Library's role in scholarly communication, publishing, instructional design, open educational resources, teaching and research, web development, and outreach efforts in support of the University's mission. The Director serves as a change agent and collegial leader with a strong service orientation and demonstrates a culture of transparency and two-way communication. The Director supervises a professional staff of faculty librarians and paraprofessionals including the University Archives. This is a twelve-month, tenure-track position with faculty rank at the Associate Librarian level. This position reports to the Associate Vice President for Academic Affairs.

ESSENTIAL FUNCTIONS:

STRATEGIC

- Participate in Library and University-level strategic planning and champion the Library's role in sustaining educational initiatives consistent with the university mission.
- Promote a strong user-centered learning environment for students and faculty that enhances the University's teaching and research efforts.
- Collaborate with the College Deans and the Faculty Learning Resource Committee to support and maintain an integrated institution-wide information literacy program in support of all instructional modalities across the curriculum.
- Foster a creative and innovative Library culture that facilitates Experiential Learning to achieve ongoing learning and the free of exchange of ideas.
- Remain abreast of advances in information technology, digital learning and library "best practices".
- Understand the university's special mission and history, appreciate all disciplines and be cognizant of current and future trends regarding the role of the Library in the higher education environment.

MANAGERIAL

- Collaborate with Academic Affairs and the College Deans to build and support relevant, viable, innovative, and high-quality academic programs for lifelong learning.
- Serve as an advocate for the Library by representing and promoting the Library to the institution and the community.
- Plan, manage, and assess the budgets and financial resources of the Library and the University Archives in collaboration with the Library team.
- Serve as a mentor for faculty librarians, and promote professional development and scholarship among all Library employees.

- Recruit, develop, motivate, and evaluate a library workforce in alignment with job expectations, professional roles, and the University mission.
- Maintain current knowledge of research, instructional delivery, and curricula of the University for effective alignment of Library Services.
- Help create a culture in which Library employees work toward the university's goals, but feel satisfied, are developing their competencies, and have positive supervisory and peer relationships.

OPERATIONAL

- Oversee all University Library operations (including the areas of Circulation, Reference & Instruction Services, Technical Services, and University Archives) through planning, assessing, and providing appropriate services, resources, goals, and policies.
- Work with state and regional organizations to support and enhance library collaboration and services throughout the area.
- Serve on University-wide committees such as the Dean's Council; represent the University in the Network of Alabama Academic Libraries (NAAL) consortium, and serve on appropriate state and national professional committees.
- Demonstrate flexibility and adaptability to changing work scope and tasks based on need.
- Actively work towards building cooperative and collaborative relationships with peers and internal faculty and staff.
- Maintain "open door" to internal and external customers.
- Identify opportunities for improvements to work practices and offers viable solutions for implementation.
- Proactively engage in problem solving related to tasks in this position with internal and external people.
- Routinely practice self-monitoring by assessing self to make improvements or take corrective action to improve performance.
- Complete other tasks as assigned.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Master's degree in Library Science or related field from an ALA-accredited program.
- Minimum of seven years of work experience in academic libraries.
- Minimum of five years of library administrative and/or supervisory work experience, with a record of increasing responsibility.
- Evidence of strong customer/user service orientation, with experience in library or related customer service work.
- Experience delivering library services via a variety of instructional modalities.
- Evidence of excellent interpersonal, managerial, presentation, and communication skills.
- Evidence of a commitment to promoting diversity and equal opportunity in the workplace.
- Demonstrated record of scholarship and professional service.
- Thorough knowledge of emerging trends and technological applications in academic libraries.

- Ability to adapt to change.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Preferred:

- Doctorate degree in field related to librarianship and/or second master's degree in a management-related area from a regionally accredited institution.
- Experience working in both public services and technical services in an academic library.
- Experience with regional accreditation requirements.

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____