

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2015**

**LIBRARY AND LEARNING COMMONS MANAGER**

**FLSA STATUS: EXEMPT – PAY GRADE: 20 - P**

**GENERAL STATEMENT OF JOB**

The Library and Learning Commons Manager provides key strategic leadership in the Library Learning Commons and interacts with faculty and staff to develop and deliver new services, processes, and functions related to the Library Learning Commons that are reflective of practices that contribute to institutional long range planning for student academic success. Employees in this position are responsible for leadership in developing, planning, and implementing comprehensive Library Learning Commons services in support of College, campus, and departmental goals.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide leadership, guidance and direction to the Library Learning Commons to initiate, develop and implement services and functions.

Mentor and guide staff to evaluate effectiveness of the Library Learning Commons services, functions, and procedures; review and recommend improvements and enhancements to the quality of services, functions, and procedures to determine compliance with applicable regulations and their completion of goals.

Provide support and collaboration with faculty and instructional managers related to the Library Learning Commons resources, programs, and other activities designed to provide academic support services to students for research and tutoring assistance.

Develop and improve mechanisms for tracking and reporting data/statistics and provide comprehensive and interpretive reports to distribute findings and industry analysis.

Plan and administer subject specific workshops and seminars to students.

Plan, develop, and implement policies, procedures and practices to assure the efficient operation of the Library Learning Commons.

Supervise career staff in the Library Learning Commons.

Provide an environment, which fosters positive attitudes, recognition, responsibility, creativity and opportunities for professional development among staff.

Design, coordinate, and oversee operational budget in cooperation with the Associate Dean of the Library Learning Commons. Provide input for budget preparation for assigned functional areas.

Meet with committees and councils to participate in college-wide planning, implementation, and evaluation of the Library Learning Commons.

Contributes to the development and administration of a comprehensive collection of print, non-print and electronic educational materials.

Provides vision, leadership, and management in developing innovative services and integration of technology in library, tutoring, and related functions.

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Participate in professional associations of libraries and learning commons and maintain awareness of national trends in these areas.

Excellent interpersonal skills, including ability to foster a collegial work environment that encourages change and innovation; and ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of individuals and groups in a complex and rapidly changing environment.

Instruct faculty and students in the utilization of library resources.

Perform related duties as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Associate Dean of the Library and Learning Commons.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution supplemented by a minimum of three (3) years of related experience.

### **PREFERRED QUALIFICATIONS**

Master's degree from an accredited institution in Instructional Technology, Library and Information Sciences, Education, or related field. Strong supervisory and organizational skills. Experience with the use of technology in support of student learning. Experience creating and organizing learning objects for instruction. Experience working in an online and hybrid environment. Proven ability to develop and conduct training for faculty on the use of library materials and services. The ability to perform under stress and work a flexible schedule.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/15