

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**DIRECTOR OF LIBRARY SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 24 - A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Director of Library Services collaborates with faculty and staff in the Library and Learning Commons (LLC) and the divisions of Liberal Arts and Sciences, Baccalaureate, Career and Technical Education, and Workforce Education to assess user needs; plan and develop methods to integrate information resources across the curriculum; provide for the information needs of students and faculty; encourage development and integration of teaching and learning technologies; and advocate for academic support services that promote student achievement.

The primary purpose of the Library and Learning Commons (LLC) is to support the mission of the College by providing effective and efficient academic support programs that foster student success. The Director of Library Services advances the mission by providing collaborative strategic leadership, administrative supervision, and day-to-day management of library services, resources, and programs. The Director of Library Services supervises campus and online library services throughout the College's Library and Learning Commons. The Director of Library Services also provides instructional leadership to part-time librarians and operational oversight of the Library Technical Services and Public Services departments.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Communicates a collaborative vision and provides strategic leadership for innovative library and learning services that support and enhance curriculum, instruction, and student success.

Ensures that the Library Services department provides adequate and appropriate library and learning/information resources, services, and support for the College's mission, per the institution's current accrediting body and the Association of College & Research Libraries (ACRL) standards.

Provides guidance to faculty and staff on issues and trends in librarianship, such as copyright compliance, intellectual property rights, digitizing collections, preserving digital archives, and methods for supporting the academic needs of students.

Provides leadership in integrating educational technologies within online instructional applications of digital media, learning management systems, course development, and pedagogy, including open educational resources.

Supervises the acquisition, cataloging, utilization, and management of print and digital library collections.

Collaborates with LLC, College and campus initiative teams, committees, and work groups, and other internal and external College stakeholders on college-wide issues concerning the development, promotion, and maintenance of consistent, high-quality library services and resources.

Develops and recommends policies and procedures that support optimal learning environments for both the campus and online libraries.

Hires, trains, supervises, mentors, and evaluates part-time faculty librarians and professional and career staff, including those in the Library Technical Services and Public Services departments.

Oversees effective and efficient staffing, budgeting, resource planning, library property inventory and maintenance, scheduling, facilities management, and instructional technology at assigned locations.

Provides accurate and timely data assessments and reports of services and resource usage in assigned areas.

Perform related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Dean of Library and Tutoring Services.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Master's degree in Library Sciences (MLS) from an ALA-accredited program supplemented by three (3) years of professional experience in library services.

### **PREFERRED QUALIFICATIONS**

Master's degree in Library Sciences (MLS) from an ALA-accredited program supplemented by five (5) years of supervision and management experience in a college-level educational setting with demonstrated success at budgeting, hiring, training, supervising, mentoring, and evaluating staff.

Leadership experience in a setting with integrated learning services, including reference, instruction, collections, program development, electronic information resources, and technology.

Experience supervising library services and personnel in large, complex organizations.

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

**Physical Requirements:** Tasks are essentially sedentary, with occasional bending, reaching, grasping, or otherwise restricted movements.

**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 facilities, equipment, physical plant conditions, loss prevention programs, insurance provisions, and reporting systems.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes issuing and receiving assignments and/or directions.

**Language Ability:** Must be able to communicate effectively in standard English, and to convey information to others.

**Intelligence:** Requires the ability to apply principles of rational systems and synthesis functions. Requires comprehension and application of investigative and analytical principles and theories. Requires the ability to deal with problems involving concrete and intangible variables in situations where standardization exists, but wherein data may be subjective as opposed to clearly measurable or verifiable; to exercise critical independent judgment and initiative; to acquire knowledge of topics related to occupation.

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

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; compute ratio and proportion; calculate decimals and percentages; compute interest, discount, profit and loss; utilize principles of descriptive statistics and statistical inference.

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

**Motor Coordination:** Requires minimal levels of hand/eye coordination.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Must be adaptable to performing under moderate levels of stress when confronted with an emergency or tight deadline.

**Physical Communication:** Requires the ability to talk, but may not require the ability to 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: 06/2016; 6/13/23