

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DEAN OF LIBRARY AND TUTORING SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 26-A

JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS / EDUCATION AND CAREER

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Dean of Library and Tutoring Services ensures the effective operation of library and tutoring services across the College. Areas of responsibility include supervision and evaluation of department directors; supervision and evaluation of full-time and adjunct faculty librarians; strategic and operational planning of the unit; institutional effectiveness and accreditation of the unit; budgeting; collection development and acquisitions; unit scheduling and management; collaborative problem-solving for faculty and students; and related student services. The Dean is responsible for college-wide coordination of campus-based and online library and tutoring services. Reports to the Associate Provost of Curriculum and Instruction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Promotes a shared vision of the Library and Learning Commons' mission in support of the vision and mission of the College. Implements a clear and compelling operational plan to advance the Library and Learning Commons (LLC). Develops, organizes, and manages a multi-campus library and tutoring support system.

Provides leadership for the institutional effectiveness plan for library and tutoring services. Supervises the development of reports and procedures associated with regional, national and program-specific accreditation.

Leads the process of collection development and acquisitions to support the academic programs of the College.

Develops and coordinates formal arrangements or agreements that facilitate student and faculty access and user privileges to adequate library collections, services and resources.

Recruits, selects, supervises, develops, mentors, and evaluates the LLC directors, full-time faculty librarians, adjunct faculty librarians, and other department staff as assigned. Recommends organizational and staffing changes to enhance program and personnel effectiveness, efficiency, and satisfaction.

Manages the applicable provisions of the negotiated faculty collective bargaining agreement.

Communicates through regular meetings with faculty, Student Services professionals, IT professionals, academic deans and other LLC stakeholders about the ongoing development, implementation, assessment and enhancement of library and tutoring services.

Participates in the identification and review of student needs and interests and provides for positive response to such changing needs. Represents, serves, and leads the College on internal and external committees and councils that enhance library and tutoring services at both the institutional and state levels. Serves as the College's representative on local, state and national library organizations.

Develops, approves, and manages annual budgets, including allocation of instructional and administrative staffing, library materials and services, tutoring resources and services, equipment and furnishings.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Associate Provost.

SUPERVISION EXERCISED

Supervision is exercised over the directors of library and tutoring services, full-time faculty librarians and appropriate staff.

MINIMUM QUALIFICATIONS

Master of Library Science, Master of Library and Information Science or equivalent librarian degree from an accredited college or university supplemented by two (2) years of administrative experience in higher education.

PREFERRED QUALIFICATIONS

Master of Library Science, Master of Library and Information Science or equivalent librarian degree from an accredited college or university supplemented by five (5) years of administrative experience in higher education.

**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: 7/2022