BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Library Services

DEPARTMENT: Library Services/Academic Affairs

FUNCTION: Supervises the day to day operations of library systems and technology, the Reference Desk, Reserve Collection, Circulation Department, Library Education and Media Departments. Plans, develops, and delivers a variety of innovative and proactive reference and access services, promoting a patron-centered approach.

REPORTS TO: Dean of Library Services

SUPERVISES: Media Services Staff; library faculty and paraprofessional staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises the day to day operations of library systems and technology, the Reference Desk, Reserve Collection, Circulation Department, Library Education and Media Departments.
2. Plans, develops, and delivers a variety of innovative and proactive reference and access services, promoting a patron-centered approach.
3. Assists the Dean with marketing and public relations plans to promote library resources and services within the College and affiliated Bergen County institutions.
4. Plans library patron education programs and partners with teaching faculty to develop creative and effective instructional designs, methodologies and materials. Acts as a lead instructor and resource, assesses programs and implements changes as appropriate.
5. Manages web based query modules and troubleshoots software and hardware problems in patron service areas regularly; assesses library technology to ensure an integrative approach that reflects progressive systems’ standards.
6. Manages public service spaces, including reading areas and general collections, and ensures proper maintenance is performed to optimize effectiveness and access.
7. Actively participates in professional library associations on local, regional and national levels through publication, research and service.
8. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
9. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
10. Performs additional tasks or duties as assigned by the Dean of Library Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses ability to facilitate group decision making and planning processes. Knowledge and/or background in various innovative educational technologies including HTML and Internet resources. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree of Library Sciences required

Experience: Minimum of 3 years of academic library or equivalent experience, including some reference and supervisory background. Must have instructional and collection development experience. Prefer knowledge in electronic resources and experience working with microcomputers and multi-patron systems in a networked environment.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ________________
Name/Title

Approved by: ___________________________ Date: ________________
Name/Title

Reviewed by: ___________________________ Date: ________________
Human Resources

Board Approval: ___________________________ Date: ________________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE