TITLE: Dean of Library Services

DEPARTMENT: Sidney Silverman Library/Academic Affairs

FUNCTION: Oversees all aspects of the College library, including management and supervision of staff, library services, operations and facilities, allocation of resources and coordination of services with the College community.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Library Associate, Administrative Secretary, Reference/Library Instruction Staff, Associate Professor of Access Services, Assistant Director of Library Services, and Assistant Professor of Technical Services; Manager of Weekend and Evening Services; oversees Media and Technical Services staff and Library Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees all Library operations, services and activities.
2. Develops, recommends and implements policies, procedures and regulations on all matters pertaining to the Library.
3. Leads the development of strategic and tactical plans and assessment activities to ensure that the Library remains responsive to the needs of its patrons and achieves the highest levels of patron service.
4. Works collaboratively with faculty, the Office of the Academic Vice President, students, and appropriate committees to ensure that library services meet instructional program needs.
5. Leads the integration, development and implementation of appropriate technology to provide the College community with relevant and timely information services for in-person and virtual patrons.
6. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
7. Prepares, track, monitors, and adheres to an annual budget.
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 full and part-time employees.
10. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must have demonstrated knowledge of trends in public and technical library services, systems and technology. 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 in Library Science from an ALA accredited institution

Experience: Minimum of 7 years of library administrative experience which includes significant responsibility for budget and planning, preferably in an academic library. Prefer experience in a union environment and in a multi-site operation

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 Approval

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