

Seward County Community College
Structured Compensation - Job Description
Director of Library Services and Distance Learning

Data Year: 2018

Prepared On: 06/11/2019

Department:	Academic Affairs	Grade:	13
Reports To:	Vice President of Academic Affairs	Classification:	Exempt
Supervises Direct:	5	Supervises Indirect:	0
Approved By:	Todd Carter, Ed.D. Vice President of Acad. Affairs	Effective Date:	06/10/2019
		Revised Date:	06/10/2019

Role:

Performs professional and administrative duties in planning, developing, implementing, and directing library services, distance learning, and the college testing center.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 10% | Coordinates college-wide instruction in information literacy for students, faculty and staff in formats suitable for course, group, operational, and individual needs. |
| E | 30% | Ensures that information services are available and library functions meet the needs of students and faculty. Prepares and manages the library budget. |
| E | 10% | Supervises the college testing center team members. Prepares and manages the testing center budget. |
| E | 30% | Facilitates the development and implementation of policies, procedures and guidelines for Distance Learning as chair of the Distance Learning Committee. Facilitates planning based on current needs, requirements of effective operation, and future growth and innovation in instructional delivery including Blendflex and Seward Online. |
| E | 20% | Works as a member of the instructional design team by assisting faculty in the research and evaluation process of open education resources (OER) and provides guidance on copyright and ethical use of information. |

Performance Measurements:

1. Plans, supervises, and evaluates library programs to meet student, faculty, staff, and community needs.
2. Ensure all aspects of the library and testing center function smoothly and quality service is provided.
3. Prepares and manages library, distance learning, and testing center budgets based on current needs, requirements of effective operation, future growth and innovation in instructional delivery, and in alignment with the long-term goals and aspirations of the college.
4. Selects resources for purchase and addition to the library physical and virtual collection, working within guidelines approved by Instructional Team.
5. Works as a member of the instructional design team by assisting faculty in the research process for open education resources (OER) and provides guidance on copyright and ethical use of information.

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6. Plans and prepares for future growth and innovation of the library and testing center based on needs analysis and usage projections.
7. Provides evidence that instructional needs and accreditation requirements are met for information literacy for students, faculty and staff.
8. Ensures that reference services are available and other library functions are effectively performed for all students and instructional modalities.
9. Performs a full program review and annual updates for the library and testing center with appropriate data and process documentation and plans for improvement and continued innovation.
10. Supervises the timely and accurate processing, cataloguing and circulation of library resources.
11. Supervises library team members, coordinates activities and absences, and arranges for appropriate training and technical support; provides communication to staff regarding actions and decisions of board of trustees and administration.
12. Documents adherence to applicable federal, state and college laws, requirements, policies and procedures.
13. Facilitates the development and implementation of policies, procedures and guidelines addressing the college's vision for Distance Learning and serves as chair of the Distance Learning Committee.
14. Provides accurate documentation of online instructional quality for internal and external reporting and evaluation of online courses and programs.
15. Participates in and contributes to college committees as assigned including, but not limited to Academic Affairs Council, Distance Learning Committee, and Accreditation Steering Committee.
16. Ensures that required reports for federal and state agencies, accreditation, and for internal needs are completed accurately and in a timely manner, including but not limited to ACRL, IPEDS, and HLC.
17. Maintains state-of-the-art knowledge in library information services and operations and distance learning modalities. Requests appropriate personal professional development.
18. Maintains communications and membership as appropriate with professional associations.
19. Provides a professional, courteous, and friendly atmosphere in the library to both internal and external patrons.
20. Maintains a professional work environment and businesslike appearance.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

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Other Skills

Knowledge:

Circulation, collection development, library technologies, cataloging, and interlibrary loan procedures.

Conduct research and synthesize information from a variety of sources.

Teaching and training others in library usage and information literacy skills.

Post-secondary education accreditation practices and procedures.

Supervision of academic library including budget development and planning.

Open Education Resources (OER)

Instructional design

Online teaching experience

Familiarity with distance learning modalities.

Leading and overseeing distance learning as a growth and access strategy.

Skills:

Team leadership and effective meetings

Using ILS software, specifically EOS.

Excellent reading, writing, and interpersonal skills.

Critical thinking, mathematics and/or statistics skills.

Instructional design, instructional technology, and project management.

Decision making and problem solving

LMS and supporting software packages

Social media platforms

Cross-culturally competent and understanding the needs of a global audience.

Proficient in Microsoft Office programs, i.e. Word, Excel, PowerPoint.

Delegation

Active listening

Abilities:

Ability to work with frequent interruptions.

Ability to work with diverse personalities and cultures.

Ability to read and understand information and ideas presented in writing.

Ability to learn new software and software upgrades.

Ability to resolve conflicts in a professional manner.

Ability to maintain a positive attitude and a sense of humor during high levels of stress.

Ability to work collectively and individually.

Ability to listen with empathy.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time with a total of 3 hours a day

Standing for a period of 2 hours at one time with a total of 3 hours a day

Walking for a period of 2 hours at one time with a total of 2 hours a day

Lifting up to 5 lbs. continuously and up to 25 lbs. occasionally

Carrying up to 5 lbs. continuously and up to 25 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping and fine manipulation

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Bending, squatting, crawling, climbing, and reaching above should level occasionally
Keyboarding 3-5 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Normal office environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature