



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:: Library Director

DEPARTMENT: Yeary Library (Main Campus) and Zaffirini Library (South Campus)

PERSONNEL GROUP: Administrative

POSITION GRADE: 30

POSITION STEP:

EMPLOYEE NAME:

POSITION REPORTS TO: Dean of Student Affairs

REVISION APPROVED BY: Robert Ochoa

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: ... July 23, 2007

EDUCATIONAL REQUIREMENTS:

Masters of Library Science from ALA accredited school. Additional Masters Degree in an appropriate subject field is desirable.

BASIC FUNCTION AND RESPONSIBILITY:

The Library Director is responsible to the Dean of Student Affairs for the overall operation and supervision of the library.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Acquiring and organizing library materials and resources for the library and making them available for use.
2. Establishing objectives for the library and defining its role consistent with institutional goals.
3. Planning library services and work activities and implementing policies, procedures, and systems for effective library operations.
4. Employing, training, and supervising and evaluating all library personnel and representing their needs to the institutional administration.
5. Preparing budget recommendations and accounting for library expenditures.
6. Assuming overall responsibility for library operation in the following areas: Administration, Acquisitions, Cataloging and Processing, Circulation, Reference, and Periodicals.

SUPERVISION EXERCISED:

Yeary Library and Zaffirini Library staff

EXPERIENCE:

Minimum of four (4) years experience in the field of professional library work with at least two (2) years in library administration. Experience in a higher education library preferred.

SKILLS, KNOWLEDGE, ABILITIES:

Specific Knowledge Requirements

Knowledge of library automated systems; thorough knowledge of library methods and techniques. Ability to supervise all areas of the library and to establish and maintain effective relationships with library staff, administration, faculty, students, and the public. May work evening and weekend hours when the schedule requires it.

Personality Requirements

The individual will be able to accept responsibility for assigned tasks. maintain congeniality in dealing with individuals, and be able to maintain open lines of communication between faculty and staff.

Manual Skill Requirements

Use of microcomputer necessary, including use of such software applications as Word, Excel, and Access.

Physical Demands

The individual should be of sound mental/physical health as needed to perform the job assignment.

LICENSES/CERTIFICATES: N/A

WORKING CONDITIONS:

Inside work in a well lighted and air conditioned area most of the time

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not be limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.