CAPE FEAR COMMUNITY COLLEGE

DIRECTOR LEARNING RESOURCE CENTER

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Learning Resource Center including circulation, reference, technical services, media and information technology; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Vice President of Instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Instruction.

Exercises direct supervision over library and media center staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume management responsibility for the Learning Resource Center.

Coordinate and direct efforts to automate library services and activities; oversee Internet and distance learning services.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Learning Resource Center programs including coordinating the integration of materials and books for college programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Instruction; implement improvements.

Select, train, motivate, and evaluate Learning Resource Center staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Learning Resource Center; meet with staff
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**Essential Functions:** (continued)

to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Learning Resource Center annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as liaison for the Learning Resource Center with other college departments, divisions, agencies, organizations, and the media; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Vice President of Instruction; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Learning Resource Center programs, policies, and procedures as appropriate.

Coordinate the integration of materials and books for college programs; research sources and order appropriate materials as needed.

Publicize the Learning Resource Center, plan, organize and implement publicity programs; make presentations to community groups on center activities and services; provide guided tours to a variety of groups.

Plan, design, develops, and install mechanized systems for center operations or procedures; develop plans for efficient use of library shelving files maintenance, equipment and facilities.

Plan, coordinate and implement a library extension service; oversee the inter-library loan process.

Develop and implement collection and disposal systems for library materials; oversee the acquisition of materials including monographs, periodicals, and videos.

Perform various routine library activities; perform reference desk and circulation services; assist patrons in using a variety of library equipment and materials; check materials in and out; participate in the collection of fines.

Maintain supplies and equipment inventories; requisition supplies as needed.

Provide staff support on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library management.
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QUALIFICATION

Knowledge of:

Answer questions and provide information to college staff and the public on Learning Resource Center activities; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties and responsibilities as required.

Operational characteristics, services and activities of a comprehensive learning resource center.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Principles and procedures of library management and administration.

Principles of library science and technological developments in a modern library.

Processes and procedures of circulation, reference, periodicals, cataloging, and acquisition.


Basic research methodologies and techniques.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of faculty and technical personnel.

Select, supervise, train and evaluate staff.
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Ability to: (continued)

Provide administrative and professional leadership and direction for the Learning Resource Center.

Recommend and implement goals, objectives, and practices for providing effective and efficient Learning Resource Center activities.

Plan and oversee the design, development, and installation of mechanized systems for the Learning Resource Center including information technology capabilities.

Prepare and administer a complex budget.

Prepare clear and concise administrative and financial reports.

Analyze problems; identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- answering questions
- evaluating the effectiveness of programs and personnel
- operating assigned equipment.

Maintain mental capacity, which allows the capability of:

- making sound decisions
- demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.
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**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
A minimum of five years experience in library administration, preferably in an academic setting, including two years of supervisory experience; working knowledge of a library automation system, preferably DYNIX; a grasp of the current state of information technology; prior work experience integrating traditional library services with emerging technologies, including Internet applications and electronic delivery systems; managing media center services; managing educational television studio production and extensive computer networking experience are desirable.

**Training:**
A master’s degree in Library Science is required.