



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Dean of Learning Resources Center
REPORTS TO:	Vice President for Academic Affairs
GRADE:	BOE 18
WORK SCHEDULE:	Non standard; 35 hours per week
SUPERVISES:	Faculty, professional, technical, and support staff

BASIC FUNCTION: In a multi-campus system, the Dean is responsible for the overall vision, leadership, and management of Library's programs and services to support the academic mission within the College, and in its external consortial, state, and regional relations. The Dean manages the Library's budget; establishes Library policies and procedures to ensure high quality services to constituents; and plans and implements the integration of new information technologies into Library services and programs, in conjunction with the Library's Chairperson and faculty. The Dean supports the LIBRARY faculty and staff to further develop user-centered services with an emphasis on integrating emerging technologies and instructional assistance. The Dean will assume a leadership role to promote student achievement and retention through integrating the existing academic library role with the College's new academic assistance center initiative. The Dean will assist in planning, implementing, and coordinating academic assistance services within the Library's four sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide vision, leadership, and overall management for the College's four Libraries in the areas of collection acquisition and development, circulation and reference services, educational outreach and instruction, and technical and academic assistance services.

Provide leadership for the physical design, planning, implementation, and promotion of library-based academic assistance centers.

Develop an effective team of library and academic assistance professionals and paraprofessionals to deliver a comprehensive array of services and programs.

Participate in the hiring and performance evaluation process for professional and support staff and promote their professional development.

Assist in developing state-of-the-art Campus Libraries responsive to technological and educational innovation and enhance communication and cooperation across College divisions to strengthen library services.

Knight Campus

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Participate in inter-institutional Library consortia designed to support common goals such as collection development and the sharing of resources.

Expand and strengthen library outreach, and services for faculty instruction and conduct studies and prepare reports to evaluate the ongoing effectiveness of library programs and services.

LICENSES, TOOLS AND EQUIPMENT:

On-line learning systems and integrated library systems. Personal and mainframe computer systems and software, and related office/business technical devices. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

An earned MLS from an ALA-accredited program is required.

A minimum of five years of recent administrative experience managing an academic library is required, preferably within a community college, unionized, multi-campus setting.

A minimum of five years experience in the selection, hiring, training, development, and management of library professional and support personnel is required.

Extensive experience developing and managing library budgets, setting priorities for acquisitions and purchasing, and leveraging scarce resources to maximize resources required.

Extensive experience in evaluating, implementing, and coordinating print-based and electronic informational databases to support faculty and students' teaching/learning goals and in providing bibliographic instruction and informational literacy programs.

Current knowledge of library management and current academic library trends regarding the community college mission and role of learning assistance centers in supporting academic achievement and student retention required.

Extensive knowledge of the impact of technology on libraries, as well as in teaching, learning, research, and demonstrated success in providing supportive leadership to faculty, staff, and students to support the college's mission.

Excellent oral, written, and interpersonal communication skills; effective decision-making and organizational skills; and experience in team-building and brokering internal and external collaborative initiatives required.

Success in securing external funding and grant management experience preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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