



Job Title: Library Program Director

CLASSIFICATION DESCRIPTION

Department: Learning Resources

Pay Grade: 114

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position plans, coordinates, and directs the College-wide library programs and instructional support services for an assigned campus, program, or function of the library operations including joint-use city libraries. Responsibilities may include: developing program goals and long-range plans; developing, implementing, and maintaining a budget; developing policies and procedures; determining priorities; assigning projects and activities; preparing reports and statistical studies; researching and soliciting grants; and supervising assigned library service and clerical staff.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Fosters library faculty collaboration with teaching faculty to incorporate information literacy across the College curriculum.
- Evaluates library facilities for their utility and aesthetics.
- Controls equipment/materials utilized within the program.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.
- Manages daily operations.
- Creates and provides regular 'how to' guides and guidance to direct and indirect reports, on how to use reservation system effectively and accurately.
- Develops, implements, and evaluates departmental programs, procedures, strategies and goals for interlibrary loan, course reserve collection, and information/reference services; maintains, updates, and ensures procedural compliance for programs.
- Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures.
- Oversees the selection, acquisition, and tracking of material for library's reference, circulating, electronic, and periodical collections; tracks allocation of funds as needed.

- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies.
- Promotes the library's services; researches and solicits grants.
- Administers the attendance management system which includes analysis of the Angel and PeopleSoft attendance edit reports for compliance with the College attendance and withdrawal policy for students in library credit courses.
- Administers the library management system provided by the state via the College Center for Library Automation (CCLA).
- Oversees collection of data provided by the LMS for purposes of program analysis and required for reports for internal and external agencies.
- Seeks input from faculty in regard to supporting student success and encouraging student visits to the library and learning center.
- Assists with determining what type of data the Department needs for College initiatives, future funding, and accreditation.
- Collaborates with public library personnel; may serve as point of contact.
- May lead development and distribution of staff training resources (tutorials and assessments) for integrated library system, and submit annual library data to national level organizations.
- May build, direct, and schedule targeted instructional and outreach programs to promote Learning Resources both on campus and in online and virtual classrooms.
- May direct and manage the joint-use library partnership with the City of Seminole, ensuring the College fulfills its contractual duties and obligations to the City.
- May perform budget functions.
- May provide support, handle grievances, and facilitate resolution of customer service issues of staff working directly with students and faculty to ensure quality of service and continued success for users.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in a field related to assigned area from ALA accredited program; five (5) years of related work experience in an academic library preferably with experience using Aleph (Ex Libris) library management system and including three (3) years of supervisory experience in academic libraries; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Library management systems such as Aleph (Ex Libris), electronic resources and services and emerging trends in library services and technologies;
- Relevant library technologies and trends in higher education;
- Management principles;
- Collection development practices;
- Public relations principles;
- Library organizations, automation, and trends;
- Library management principles;
- Library science principles and practices;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, standards, policies, and procedures;
- Advisory and reference resources;
- Library resources;

- Budgeting principles; and
- Computers and related software applications.

Skills in:

- Communicating, both orally and in writing;
- Evidence of exemplary collaborative work with discipline faculty and related student support units;
- Speaking in public;
- Developing, allocating, and monitoring budgets;
- Preparing and proofreading a variety of reports and/or documentation;
- Analyzing library programs and making recommendations for improvements;
- Compiling data and information;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate the work of assigned staff;
- Prioritize and assign work;
- Manage and execute multiple tasks;
- Analyze and interpret applicable laws, rules, regulations, standards, policies, and procedures;
- Exercise judgment and discretion; and
- Apply computer applications for increased administrative efficiency and productivity.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Must be able to be credentialed in the area supervised.
 May require Florida Driver's License if travel is required.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	

Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends. Work may require light travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to dust, poor ventilation, inadequate lighting, and workspace restrictions.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.