



Connecticut State Community College
Job Description
Director of the CT State Community College Library

Salary Level:
CCP 21 (Subject to Willis)

Date Approved/Revised:
3/17/21

POSITION PURPOSE:

The Director of the CT State Community College Library provides vision and leadership for the Connecticut State Community College (CSCC) Library and advocates for the role of library services throughout CSCC. This position supervises, coordinates, and directs the work of the twelve campus library directors to ensure equitable library and learning services and programs across the entire institution. The Director is responsible for the efficient management and direction of the centralized library and oversees the planning and all operations of the campus libraries, supervises and evaluates campus library staff performance, and collaborates with the campus library directors in developing library collections, budgets, facilities, technology, and equipment needs. This position reports directly to the Associate Vice President of Teaching and Learning.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Director of the CT State Community College Library works under the direction of the Associate Vice President of Teaching and Learning or other administrator. This position supervises, coordinates, and directs the work of the twelve campus library directors.

The Director of the CT State Community College Library interacts extensively with administrators and peers of the CT State Community College and with local, regional, and statewide professional networks and consortia. These relationships emphasize the public service nature of the library and demand of the Director of the CT State Community College Library a high degree of courtesy, cooperation and useful assistance to others in the pursuit of learning.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

Leadership and Advocacy

1. Provides vision and leadership for innovations in all aspects of library and learning services.
2. Provides effective supervision, guidance and direction to each of the twelve campus directors of Library Services.
3. Supervises campus library staff, coordinates activities and absences, and arranges for appropriate training and technical support; provides communication to staff regarding actions and decisions across CT State Community College, CSCU, and BOR.
4. Advocates for the unique and important needs of community college students within libraries and in higher education.
5. Represents the CT State Community College Library on a college-wide and system-wide level, on regionally and nationally relevant committees, and at professional conferences.
6. Engages in the national conversation relating to community college libraries.
7. Advocates for adequate resources and staffing levels to support academic programs/areas of study, teaching and learning, student success, and to assure equity in the provision of services.
8. Ensures the creation and development of Centers of Library Excellence and Innovation, incorporating the latest advances in instructional practices and technologies.

Fiscal Management

1. Analyzes resources needed to meet educational needs, including forecasts of future requirements; prepares, administers, and reports on fiscally sound budgets for the CSCC library, including payroll across all of the campus libraries.
2. Advocates for a budget and ideal levels of service and staffing to ensure equitable resources and access to all community college students; manages and allocates budget to ensure optimal service and staffing levels across campuses.
3. Works directly with vendors to negotiate contracts, license agreements, and discounts for college-wide library subscriptions; monitors all expenditures and collaborates with CSCU Library Consortium Program Manager when applicable.
4. Collaborates with each campus director to determine the budget for that campus library based on current needs and the requirements for effective operation.
5. Seeks out and secures grant funding opportunities to support library and college initiatives.

Professional Development

1. Provides opportunities and encourages ongoing professional development for staff at all levels of library services.
2. Partners with the CSCU Library Consortium Program Manager to facilitate systemwide training opportunities.
3. Maintains state-of-the-art knowledge in library science and operations; maintains communications and membership as appropriate with professional associations to keep apprised of developments in higher education, scholarly communication, digital libraries, academic support services and student needs, and best practices in response to ever-evolving circumstances.

Assessment

1. Partners with the CSCU Library Consortium Assessment Expert Team on outcomes-based assessment strategies and data-informed evaluation of library services and resources; supports research, collection, and analysis of data from the campus libraries.
2. Develops initiatives and metrics to promote and assess diversity, equity, social justice, inclusion, and cross-cultural awareness in library programs, policies, and collections; identifies the needs of and creates new services that meet the demands of a diverse student, faculty, staff, and community population.
3. Plans and prepares for future growth and innovation; prepares and submits proposals for enhancement of services based on objective need analysis and use projections.

Information Literacy

1. Engages the academic community in the exploration, discussion, and assessment of information literacy instruction, library services, and library resources to promote the integration of the CSCC Libraries into teaching and learning across the curriculum.
2. Works with academic leadership and faculty to align and coordinate library services in all areas of instruction and instructional development throughout the community college.

Collaboration

1. Serves as a key member of the CSCC Teaching & Learning leadership team and collaborates with Academic Support Centers, Educational Technology, Disability Services, and the Center for Teaching to develop the library services appropriate for delivering the support and research needed for faculty, staff, administrators, and students to ensure high quality teaching and learning.
2. Collaborates with academic program leadership and information technology.
3. Collaborates with the CSU libraries, the Connecticut State Library, Charter Oak State College, the CSCU Library Consortium, and other institutions and organizations to advance cooperative initiatives.
4. Engages in ongoing outreach efforts and develops partnerships with community organizations such as high schools, public libraries, local archives and special libraries, and non-profit agencies.

5. Promotes library and learning services as a vital part of the campuses to students, faculty, staff, administrators, and community members; maintains effective lines of communication for receiving feedback from campus and community users to continuously enhance the quality and impact of library and learning services.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skill, and/or ability required. The Director of the CSCC Libraries must have demonstrated advanced knowledge and abilities in the following areas:

1. A strong commitment to the mission of the community college.
2. Broad understanding of and commitment to the promotion of diversity, equity, social justice, and inclusivity within the College and the CSCC Libraries.
3. Strong leadership capabilities, integrity, resilience, and the ability to effect change and motivate others.
4. Demonstrated experience in budget and fiscal management.
5. Demonstrated knowledge of and record of advocacy for information literacy, including its assessment, and strong commitment to current Association of College and Research Libraries (ACRL) standards, guidelines, and frameworks.
6. Demonstrated knowledge of and record of advocacy for Open Educational Resources (OER); demonstrated experience with copyright and intellectual property including Creative Commons licenses.
7. Commitment to using quantitative and qualitative data to make data-informed decisions that drive systemic and strategic innovations and assessment across the CSCC Libraries.
8. Understanding of emerging technologies and their effective application to enhance library services and student success.
9. Commitment to building strategic partnerships and a record of successful collaboration working across departments within the library and the institution.
10. Understanding of accreditation self-study and programmatic review including completing statistical reports such as IPEDS/ACRL Academic Library Trends and Statistics Survey.
11. Experience seeking out and applying for grants.
12. Experience supervising librarians and library staff at all levels within a union environment.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in Library Science from an ALA-accredited institution in the United States or equivalent education, together with four or more years of progressively responsible experience in an academic library, preferably with experience of two years as a permanent, full time, student-facing librarian at a community college, and at least two years of supervisory experience; or a combination of education, training and experience which would provide the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.