



Connecticut State Community College  
Job Description  
Director of Campus Library Services

**Salary Level:**  
CCP 20 (Subject to Willis)

**Date Approved/Revised:**  
12/3/21

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**POSITION PURPOSE:**

The Director of Campus Library Services is responsible for providing an excellent academic library experience for a diverse clientele of faculty, staff, students, and the community. The Director leads and manages the Campus Library, overseeing daily operations, staff, collections, services, assessment, collaborations, and initiatives serving Connecticut State Community College (CSCC) students, faculty, and staff in support of research, scholarship, and the curriculum. In addition, the Director supports multicultural engagement and the values of diversity, equity, and inclusion throughout the library and college and takes initiative to integrate the library in the day-to-day fabric of the campus.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

The Director of Campus Library Services works under the direction of the Connecticut State Community College (CSCC) Director of Library Services and consults and coordinates with the campus CEO. The position directly supervises professional and support positions, both full and part-time, including Librarians, Library Associates, Library Assistants, and others who provide services in such areas as reference, instruction, circulation, cataloging, acquisitions, collection development, library system management, and general public service.

The Director of Campus Library Services interacts extensively with students, faculty, and community members as well as with administrators and partners of the Connecticut State Community College and with local, regional, and statewide professional networks and consortia.

**MAJOR ACCOUNTABILITES:**

The Director of Campus Library Services is accountable for effective performance in these essential functional areas:

- A. Effective delivery of library services
- B. Development and organization of the library's resources
- C. Evaluation, training, development, and direction of library staff
- D. Budget, fiscal and facilities management
- E. Library assessment and evaluation
- F. Information literacy initiatives
- G. Partnering with stakeholders to promote student success

**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.

- A. *Effective delivery of library services*- The Director of Campus Library Services is accountable for directing and performing in the operation of the library to assure the delivery of services which support and enhance the learning mission of the college. This accountability includes such essential tasks as:

- a. Directing and performing research services to assist faculty, students, and community members in accessing resources and materials to meet their information needs;
  - b. Directing circulation and interlibrary loan services to ensure an efficient delivery of library resources to users;
  - c. Overseeing the use of library services platforms (LSP), including but not limited to circulation, research discovery, cataloging, acquisitions, and interlibrary loan;
  - d. Assessing and implementing appropriate levels of participation and leadership in local, regional, and statewide library networks;
  - e. Aligning and assessing campus library services to support institutional and programmatic accreditation;
  - f. Advocating for, and educating the campus community about, Open Educational Resources (OER) adoption, licensing, and implementation;
  - g. Serving as a campus resource for questions about copyright, Fair Use, and open licensing;
  - h. Overseeing the troubleshooting of basic IT functions within the library, including but not limited to printing, Office applications, and wireless network access;
  - i. Directing the management and lending of technology including laptop computers, calculators, and other instructional or assistive technology to support the college's instructional effectiveness, where applicable;
  - j. Providing direction for the integration of appropriate and emerging technologies into the services and operation of the library;
  - k. Ensuring appropriate preservation of essential data and records, including, where applicable, the college archives;
  - l. Supporting the CSCC Director of Library Services in strategic planning, budget development, program direction and coordination, and employee recruitment;
- B. *Development and organization of the library's resources*-The Director of Campus Library Services is accountable for developing library resources meeting the academic and instructional needs of the college within fiscal constraints and for organizing them to ensure their efficient delivery to the library's users. This accountability includes such essential tasks as:
- a. Assessing the curricular and programmatic needs and selecting related resources which support the learning goals of individual campuses and the college as a whole;
  - b. Overseeing the cataloging, classification, and organization of library resources to facilitate their access and use;
  - c. Developing strategic plans in collaboration with the CSCC Director of Library Services for services, facilities, and technology which support the mission of the college;
  - d. Coordinating with the CSU Expert Teams and Affinity groups to ensure appropriate development and organization of resources.
- C. *Evaluation, training, development, and direction of library staff*- The Director of Campus Library Services is accountable for an appropriately qualified staff and for assuring their effective performance. This accountability includes such essential tasks as:
- a. Recruiting and selecting appropriately qualified and diverse staff for the college's library within budgetary constraints;
  - b. Promoting and supporting training and professional development opportunities for library staff;
  - c. Managing and coordinating library staff, completing performance evaluations, promoting innovative and creative ideas among staff, and fostering a cohesive library workforce.
- D. *Budget, fiscal and facilities management*- The Director of Campus Library Services is responsible for the effective management of financial resources. This accountability includes such essential tasks as:
- a. Regularly monitoring local campus expenditures compared to budgets, assessing programmatic curricular needs, and adjusting expenditures to ensure fiscal integrity;

- b. Collaborating with the CSCC Director of Library Services to develop long term strategies, forecasts, and budgets optimizing student success and retention;
  - c. Contributing to the preparation of reports on usage, expenditures, and resources for programmatic review and institutional accreditation;
  - d. Managing day-to-day operations of the campus library facility;
  - e. Managing the campus library allocated annual budget to support academic programs;
  - f. Engaging library personnel and other campus stakeholders in library facilities planning to optimize use and meet curricular and co-curricular needs;
  - g. Developing policies and procedures related to individual campus library facilities, resources, and services and overseeing compliance.
- E. *Library assessment and evaluation*- The Director of Campus Library Services is accountable for assessing and evaluating library services and resources. This accountability includes such essential tasks as:
- a. Assisting and providing input into the development of evaluation tools;
  - b. In collaboration with the CSCC Director of Library Services, other Directors of Campus Library Services, and librarians, developing a viable plan to assess student learning outcomes;
  - c. Planning and preparing for future growth and innovation; preparing and submitting proposals in collaboration with the CSCC Director of Library Services for enhancement of services based on objective needs analysis and use projections;
  - d. Evaluating effectiveness of existing library services; identifying needs and creating new services to meet the demands of a diverse student and faculty population;
  - e. Gathering and compiling data for reports for the CSCC Director of Library Services.
- F. *Information Literacy*- The Director of Campus Library Services is accountable for ensuring an effective information literacy instruction program. This accountability includes such essential tasks as:
- a. Directing, coordinating, and providing information literacy instruction to support academic programs at the college;
  - b. Identifying and supporting current trends and best practices in information literacy;
  - c. Collaborating with the CSCC Director of Library Services, other Directors of Campus Library Services and campus librarians to develop library instruction assessment tools;
  - d. Providing leadership and guidance to Librarians as they collaborate with faculty to develop programmatic and course specific information literacy instruction sessions in different modalities.
- G. *Partnering with stakeholders to promote student success*- Through advocacy and outreach strategies, the Director of Campus Library Services is accountable for building and sustaining partnerships and collaborations with multiple stakeholders to support and enhance student success. This accountability includes such essential tasks as:
- e. Collaborating with campus holistic student support offices to create new onboarding experiences and to engage students with critical library resources and services;
  - f. Partnering with faculty to align subscription resources to evolving academic programs and teaching modalities and to reduce or eliminate the cost of course materials, breaking down financial barriers to student success;
  - g. Participating in campus outreach to community schools and organizations to support student retention and enrollment initiatives
  - h. Partnering with campus IT offices to maintain and expand viable on-campus and off-campus equipment lending programs that alleviate the digital divide;
  - i. Overseeing marketing strategies for library resources, services and programs, including leading outreach to faculty and library users.

### **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
- Attendance and participation at regional, state, and national library conferences and programs
- Representing the college and the library in the community
- Participate in the CSCU Library Consortium expert teams and affinity groups

### **QUALIFICATIONS:**

Incumbents must possess proven ability to work effectively with a culturally, linguistically, and ethnically diverse faculty, staff, and student population. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated ability to perform and to supervise the full range of professional library services;
- Strong competencies in all areas of library service including but not limited to circulation, reference, technical services, technology platforms, collection development and instruction;
- Demonstrated ability to train and direct professional and support staff in comprehensive library services;
- Demonstrated ability to provide effective information literacy instruction;
- Demonstrated ability to guide the integration of appropriate and emerging technologies into the services and administrative operation of the library; able to lead the library successfully through changing work environments;
- Excellent interpersonal communication skills; ability to build effective working relationships with local campus and CSCC departments, faculty, staff, and administration;
- Experience managing library budgets; demonstrated ability to communicate with vendors and publishers; ability to advocate for student, faculty, staff, and community members' needs.

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 American Library Association accredited institution, together with three to six years of related experience, including from one to three years of experience in supervising others or a combination of education, training and experience which would lead to 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.