Position Title: **DIRECTOR OF LEARNING RESOURCES**

Department: Academic Affairs

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of learning resources is responsible for the administration of the library, library services and for the organization, preservation and development of the entire library collection; and for the advancement of information literacy and access. The director holds a faculty level appointment.

Key Responsibilities:

1. To maintain and develop the college's library collection through print and online resources
2. To provide technical, reference and information support services for faculty members and students
3. Catalog all library acquisitions, books, eBooks, and 3D realia, using original and copy cataloging
4. To make available appropriate library services to alumni and the public
5. To hire, with the approval of the vice president for academic affairs, train and supervise all library staff members
6. To prepare, submit and manage the annual budget for the library
7. To prepare and submit to the vice president for academic affairs semi-annual and annual effectiveness reports

8. To serve on the Academic Affairs Committee and as chair of the Library Advisory Committee

9. To supervise the collection of statistics on circulation and user frequency for the library

10. To prepare other library documents accordance with the college's strategic plans

11. To make available information literacy instruction to faculty and students

12. To act as the college's library representative at all appropriate professional functions, meetings and conventions

13. To provide leadership in information literacy and information access

14. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

15. Participate in the annual Lyceum program

16. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.

17. To perform other duties as assigned by the vice president for academic affairs

Basic Knowledge and Skills:

1. MLIS or equivalent degree from an ALA accredited school
2. Experience or training in collection development and cataloging
3. Experience or training in inter-library loan processing
4. Excellent written and oral communication skills
5. Computer: MS Office

Preferred Knowledge and Skills:

1. Experience with computers, on-line automation and information access
2. Management/supervisory training and/or experience
3. Experience with electronic resources
4. Planning and budgeting experience

5. Docline/OCLC experience
6. Information literacy training experience
7. Experience in a college library setting

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying and lifting requirements may be 25 lb. minimum.

Exposures: In the course of the duties of this job, the employee may may be exposed to muscular and/or vision strain.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____