

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Dean, Library / Learning Resources and Instructional Support Programs and Services | Range: 32 (AC) | Management Schedule |
| Date Revised: | December 14, 2004 November 12, 2013 | Date Approved: | September 1986 |

PRIMARY PURPOSE

Under the direction of the Chief Instructional Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the college library and various learning resources and instructional support programs and services.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Provides leadership in the administration of the college library and assigned learning resources and instructional support programs and services, including resource development and personnel management, in accordance with laws, regulations, district policy and collective bargaining agreements. |
| 2. | Formulates and develops long and short-range goals and strategic plans for assigned programs and services, including staffing, facilities and educational philosophy; assures consistency of plans with other college and District plans. |
| 3. | Plans, organizes and directs the operations and activities of the college library including library reference, circulation, technical and bibliographic services, online systems, and archive maintenance. |
| 4. | Plans, organizes and directs the operations and activities of assigned learning resources programs and instructional support services, which may include, but are not limited to, the academic support center, supplemental instruction services, distance education, study abroad program, honors program, Transfer Achievement Program and staff development; integrates a variety of learning resources components, including laboratory materials and assignments, tutoring services and computerized classroom instruction, as part of the instructional support program. |
| 5. | Develops and implements plans and policies to facilitate, improve and promote the library and assigned learning resources and instructional support programs and services. |
| 6. | Develops and prepares the annual preliminary budget for assigned areas of responsibility; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities. |
| 7. | Determines appropriate equipment and supplies for assigned areas of responsibility in accordance with established policies; monitors and controls inventories. |
| 8. | Conducts outreach activities and serves as a liaison with local high schools and community agencies to promote program enrollment and effectiveness. |
| 9. | Maintains communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and activities of assigned areas of responsibility. |

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| 10. | Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes. |
| 11. | Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees. |
| 12. | Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; provides administrative oversight of special projects or programs as assigned. |
| 13. | Maintains current knowledge of instructional methods and new technologies pertinent to the library, learning resources and instructional support programs and services; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner. |
| 14. | Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students. |
| 15. | Performs related duties as assigned. |

OTHER FUNCTIONS

In addition to the essential functions, the Dean, Library / Learning Resources and Instructional Support Programs and Services may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

WORKING RELATIONSHIPS

The Dean, Library / Learning Resources and Instructional Support Programs and Services maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of an advanced degree in library and information science from a regionally accredited Institution.

Librarianship, instructional or student services experience in an accredited post-secondary institution or business setting.

Teaching experience, preferably in a higher education environment.

Experience in the management, coordination or leadership of an academic learning resources or instructional support program or service.

Experience working with computer software and technologies related to library, learning resources and instructional support programs and services.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of California education code and requirements, including Title 5
Knowledge of federal and state laws and regulations related to library, learning resources and instructional support programs and services
Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
