



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Announcement #4002-12
Date: Friday, February 3, 2012

POSITION: Director, Library Services

LOCATION: District, Signal Peak Campus
Coolidge, Arizona

JOB SUMMARY: Provide leadership for the multi-campus Library system. Manage all aspects of district library operations. Set vision for library services, and utilizes budget and other resources to most effectively serve the needs of both on- and off-campus students and improve student outcomes.

RESPONSIBILITIES:

- Provide leadership to district library system. Oversee all aspects of services and operations including information literacy instruction revision and development, collection development, and facilities configuration.
- Monitor current District budget. Determine the need for and recommends new technology, book, media, and equipment purchases. Review and negotiate library vendor contracts.
- Oversee the District collection development process. Analyze need in subject matter and format, including both electronic and print.
- Evaluate new technologies and library trends and for appropriate use in developing programs and services across the District. Oversee implementation and maintenance of library's electronic resources, including databases and OPAC services.
- Develop and expands partnerships within the college and libraries throughout Pinal County. Oversee internal and external marketing efforts promoting library services.

QUALIFICATIONS:

EDUCATION: Master's degree in library or information science

EXPERIENCE: One (1) year directly related experience

The knowledge, skills, and abilities required to perform this job include, but are not limited to the following:

- Knowledge of the principles and practices of library management.
- Knowledge of the principles and practices of leadership, supervision, motivation, training, and evaluation of staff.
- Knowledge of current trends and technologies in libraries, and the ability to implement these in the creation and maintenance of improved programs and services.
- Knowledge of planning and monitoring budgets, including library vendor and supplier systems..
- Knowledge of the principles of and current trends in information literacy and bibliographic instruction.
- Knowledge of current library collection development assessment and practice.

- Ability to analyze situations, develop solutions, and make independent decisions based on established guidelines.
- Skills in planning, problem solving and analysis.
- Ability to manage conflict and to work collaboratively and inclusively with faculty, staff, and students to resolve issues.
- Skill in gathering, compiling, and presenting information in oral and/or written form. Skill in drafting policies and procedures.
- Knowledge and skill in various word processing, spreadsheet, database, presentation, and integrated library systems software, systems, and associated hardware, e.g. personal computers. Thorough experience in and knowledge of library information resources such as online databases, internet resources, and OPACs.
- Strong interpersonal skill as applied to interaction with culturally diverse populations, college administrators, faculty, staff, students, and the public. Skill working in a diverse multi-ethnic, multi-cultural population.
- Ability to establish and maintain cooperative working relationships with College staff, faculty, administrators, and outside contractors.

SALARY: **Salary range is \$55,265.00 to \$61,690.00**

DEADLINE: All application materials must be received in Human Resources by 4:30 p.m., Monday, February 20, 2012.

APPLICATION INFORMATION: The application packet should consist of:

- Letter of interest
- Current resume
- Central Arizona College application
- **Unofficial copies of transcripts reflecting the required degree or course work (For position vacancy that requires college level coursework or degrees)**

The Central Arizona College application may be found at www.centralaz.edu/application or by calling the Human Resources Office at 520-494-5235.

Applications not accompanied with the required transcripts will not be considered.

Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

Transcripts issued in a language other than English must be accompanied by a full translation (word for word) by an acceptable translator. Additionally, each foreign transcript must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Applications containing foreign transcripts that are not accompanied with the above required documentation, will not be considered.

Faxed application materials will not be accepted. Application materials may be submitted electronically but it is the responsibility of the applicant to ensure that all electronic files are readable by Microsoft Office Suite programs. Applications submitted electronically should be sent to: human.resources@centralaz.edu.

The Human Resources Department is located in main administration building, H Building, Room 111 on the Signal Peak Campus at 8470 North Overfield Road, Coolidge, Arizona 85128. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Central Arizona College is an Equal Opportunity Employer