

Colorado Mountain College Position Description

Title: Director of Library Learning Commons
FLSA Classification: Exempt
Hiring Salary Range: \$58,099.48 - \$64,554.98

Primary Responsibility

Under the direction of the Campus Vice President or designee, the Library Learning Commons Director will manage the internal operations of the department offering innovative services in learning resources support, technologically enhanced learning spaces for students, staff, faculty and community members, tutoring services, a small food services function, and testing.

The Director has primary responsibility to fulfill the college mission to be the most inclusive and innovative student-centered college in the nation, elevating the economic, social, cultural, and environmental vitality of our beautiful Rocky Mountain communities.

Public contact in this role is extensive and involves staff, faculty, and administrators at all levels within the college. The Director supervises, assesses, trains, and develops students, faculty and staff so that they can provide exemplary service support the use of all types of learning resources that focuses on student success.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples include a Bachelor's Degree and five years related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

A Master's degree in Library and/or Information Science from an ALA-accredited program is preferred. The ideal candidate will have professional experience in an academic library, excitement and enthusiasm for the Learning commons model, supervisory experience and excellent collaboration and communication skills.

Special Skills or abilities directly applicable to the position: This position will require exceptional organizational, writing, communication and managerial skills and the ability to prioritize and manage multiple projects, working within deadlines and budgets. This flexible and nimble leader of the library learning commons must professionally represent the College with external constituents; identify and work with volunteers; maintain confidentiality; and have the ability to effectively work with students, employees, and community members of all backgrounds and positions.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Promotes campus library learning commons services and works collaboratively with the Virtual Librarian for the delivery of library services that meet the needs of the students, faculty, staff and community.
2. Provide leadership for the assessment of the Library Learning Commons, including the data collection, monitoring and evaluating progress, and recommending and implementing institutional practices to improve effectiveness on an on-going basis. Recommends and implements improvements.
3. Provide leadership to staff, faculty and students to promote the services provided by the Library Learning Commons, help institutionalize new practices and enhance student success, as well as assure the operational success of the Library Learning Commons.
4. Interact with students in the Library Learning Commons in ways that promote and enhance an innovation mindset regarding student learning and model such behavior consistently for faculty and staff.
5. Provide administrative support for users of the services, equipment, materials, and software available through the Learning Commons.
6. Develops and implements library learning commons procedures and processes.
7. Designs and manages library operations.
8. Directs and controls selection and acquisition of print and non-print materials, information management systems, access to virtual library resources and media services.
9. Develops community relationships with individuals and partner organizations.
10. Assists staff/faculty with instructional resources.
11. Integrates new information technologies related to library services.
12. Plans, develops, and implements training programs.
13. Prepares, monitors, and manages budget(s) and expenditures.
14. Selects, trains, develops, supervises, and evaluates library staff.
15. Stays abreast of current practices and methods in library science and services.
16. Performs other duties as assigned.

Supervision Received

This position reports to the Campus VP or designee.

Supervisory Responsibility

This position supervises staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain

College while performing all duties assigned.

Travel throughout the CMC service area required. Evenings and weekends will be needed at times, due to the nature of the work.

Working Conditions

This position requires frequent sitting and occasional standing, walking, and driving; occasional climbing, balancing, stooping, kneeling, bending, squatting; frequent handling objects, pushing/pulling, reaching with hands/arms; and constant finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs. and occasionally up to 100 lbs. or more; ordinary talking, hearing and full vision capabilities; constant reading/comprehending, writing, communicating orally, and reasoning, analyzing; and frequently performing calculations; occasional work in high, precarious places and exposure to fumes or airborne particles. Work is performed using a computer and standard office equipment daily; and may occasionally require use of small hand tools and a vehicle.

HR Reference Information:	
Position group and code:	402283 all
Date of review:	03/27/2018; salary updated 01252019; format updated 01202020; 1.25 COL added 9.16.2020

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.