

DIRECTOR OF COLLEGE LIBRARY *

Function of Job:

Under administrative review from responsible college official, to direct and supervise the operation and administration of a college library.

Characteristic Duties and Responsibilities:

1. Direct and supervise the activities of library personnel including planning, assigning, coordinating, instructing, and reviewing work assignments.
2. Evaluate performance, recommend promotions, salary changes, and terminations; interview, hire and train new staff members.
3. Establish, implement, and interpret systems, library policies, and procedures for effective library operation; assure that USNH policies are followed within the library, and develop library goals and objectives.
4. Prepare and/or participate in preparation of library budgets, including purchase of equipment, supplies, printed materials; and monitor expenses against the budget; prepare proposals for grants as required and attempt to secure funds for same when not otherwise provided.
5. Plan, organize and maintain major library collection and/or special collections, including selection, evaluation, acquisition, and discard of library materials in all formats, and appropriate cataloging and processing for effective housing and control.
6. Prepare memoranda, narrative and statistical reports as required; plan exhibits and displays within the library.
7. Serve as a primary resource in assisting and directing library staff in completing difficult assignments; perform or advise on the most difficult reference, cataloging, indexing, and bibliographical problems and projects requiring the application of advanced professional library principles, practices, and techniques.
8. Be responsible for maintenance of the library building, facilities, and equipment, and the safety and security of library materials; plan and/or participate in planning for utilization of building space, layout, and internal rearrangements.
9. Maintain awareness of changes in curriculum, education, and teaching methods, latest technological developments, and principles of library science and management.
10. Review, discuss, and advise college officials, faculty, and staff members on major administrative activities and problems, and provide reference and resource services as required.
11. Advise, instruct, train, and lecture library staff, students, and other users of the library in a subject area, and the development and application of library skills and techniques.
12. Serve on various college committees, boards, and councils, and participate in professional association conferences and meetings.
13. Provide significant contributions and innovative concepts related to the advancement of the profession and academic discipline or status of the college, through independent research, development of new and original library practices and techniques, and the publication of articles, books, and other written material.
14. Represent the college library at public functions and in communication with outside institutions, organizations, foundations, and government agencies.
15. Participate in cooperative library activities through sharing resources at local state and national level, supervising interlibrary loan activities, and participating in the development of compute networks.
16. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Library Science.
2. Eight years of experience as a professional librarian with at least six years in an academic setting, including experience in each major area of librarianship and administrative experience.

3. Supervisory experience.

Additional Desirable Qualifications:

1. Undergraduate degree in general liberal arts field.
2. Knowledge of one or more foreign languages.
3. Teaching experience.
4. Master's or Doctor's degree in a subject area.

10/9/87

System Approval

2/28/85

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved as "Librarian" on 10/1/75, and revised to "Director of Library and Information Systems" **or** "Director of College Library" on 5/21/81.