

INSTITUTE OF AMERICAN INDIAN ARTS

**LIBRARY DIRECTOR
JOB DESCRIPTION**

DEPARTMENT: IAIA LIBRARY
CLASSIFICATION: EXEMPT – ADMINISTRATIVE /PROFESSIONAL
REPORTS TO: ACADEMIC DEAN OF THE COLLEGE OF CONTEMPORARY NATIVE ARTS
SUPERVISES: LIBRARY SUPPORT STAFF (e.g. Librarian, Cataloger, Assistant, Specialist and Archivist)
LAST UPDATED: August 2018

SUMMARY OF RESPONSIBILITIES

The Library Director is responsible for the overall direction, management and control for the library's operations. Duties include strategic planning, staff management, oversight of systems, resources and budget/finances, library maintenance, customer service, and patron access to library resources. This position requires interpretive judgment and offers significant opportunity for discretion and independent action while supporting the mission, vision and core values of IAIA.

ESSENTIAL POSITION FUNCTIONS

- Provide the strategic and tactical leadership in planning and managing the library, which includes oversight of all its general operations.
- Plan, organize and manage the library services to meet the educational needs of students, faculty and staff, which includes but is not limited to the following:
 - Develop and implement, policies and public information.
 - Network with appropriate libraries and colleagues, locally, regionally and nationally.
 - Oversee reference services.
 - Organize and promote public services events and services.
 - Manage the library's assessment projects.
 - Communicate and collaborate with faculty and staff across the institution.
 - Assist with academic program accreditation and assessment.
 - Keep abreast of library and technology trends.
 - Maintain positive communication with donors and potential donors.
 - Monitor the archives budget in collaboration with the Archivist.
 - Plan and collaborate with the Archivist for effective management and use of archival resources.
 - Provide access to IAIA library resources to key stakeholders.
 - Implement appropriate technology for access to resources.
 - Manage collection development.
 - Interpret and disseminate statistics for internal and external reporting.
 - Respond to complaints/suggestions and take appropriate action.
 - Participate on appropriate committees, such as curriculum committee and faculty council.
 - Assist in the daily operations of the library, including but not limited to reference services and information literacy.
- Establish goals, objectives, priorities and measurements to align with IAIA's strategic plans/standards.

- Provide on-going study, management, monitoring and assessment of the library's services and information delivery systems to more effectively meet present and future educational objectives of IAIA.
- Manage, direct, guide, and evaluate the performance of subordinate staff, which includes but is not limited to the following:
 - Set annual performance goals/objectives for the library staff.
 - Complete annual Employee Performance Appraisals.
 - Provide guidance, direction and/or corrective action as required.
 - Collaborate with HR as required in the interpretation and implementation of IAIA's HR policies.
 - Collaborate with HR to create and update job descriptions.
 - Work in partnership with staff to encourage their on-going training and professional development.
 - Schedule staff to accommodate service and operational needs.
 - Ensure a safe and appropriate working environment.
- Manage and direct the employment processes for the library, which includes recruitment, selection, training, and coaching of new staff.
- Manage the Library's budget and finances, which includes but is not limited to the following:
 - Oversee the library's financial resources.
 - Develop and prepare annual budget.
 - Identify grants appropriate to the library's mission and goals.
 - Monitor and analyze expenditures.
 - Collaborate with the other departments to identify alternative funding.
 - Research, select, and negotiate major purchases of supplies and/or equipment.
- Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

Position requires a Master's Degree in Library Science, or Library and Information Science (MLS/MLIS) from a graduate library program accredited by the American Library Association, and at least 3 years of professional library work in an academic library with preferably hands-on experience in the management, administration and supervision of a library's operations, budget, resources, and staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience and skill in the management, administration and supervision of a library's general operation, budget, resources and staff.
- Demonstrated experience and ability to effectively manage monitor and develop a budget.
- Demonstrated leadership ability, which includes but is not limited to the ability to:
 - Communicate and listen.
 - Negotiate and resolve disagreements.
 - Inspire and motivate individuals and groups.
 - Initiate and manage change.
 - Nurture instrumental work relationships.
 - Work with others collaboratively and effectively to achieve shared goals.
- Demonstrated experience in planning, implementing and completing tasks, from basic operations to complex library projects.
- Demonstrated experience and skill in the effective management and comprehensive supervision of staff, which includes but is not limited to interviewing, selecting, training, coaching and directing.
- Excellent verbal and written communication and interpersonal skills.
- Demonstrated commitment and dedication to student success and customer service.

- Proven technical skills to competently use a wide range of online and computer applications, using both PCs and Macs.
- Hands-on knowledge of integrated library systems and discovery systems.
- Understanding of providing library services to remote users.
- Experience working with culturally diverse populations.

WORKING CONDITIONS

- Duties are performed indoors in an office environment.
- Duties require extended periods of standing, walking, sitting, talking and hearing.
- Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling.
- Duties require the ability to move and/or maneuver items weighting up to 40 pounds.
- Vision requirements include close vision and ability to adjust focus.
- Must be able to do math.
- Ability to read materials and verbal instructions that require complex interpretation.
- Duties include the ability to use a wide range of hardware and software to perform essential functions.
- Occasional travel for consortia meetings and conferences.
- This job description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- Performance evaluation will include assessments of job performance/results as described herein.
- There may be other duties as assigned.
- Management has the authority to change/augment/revise the functions and duties, with or without notice.
- This job description does not constitute an employment agreement.