

Library Director

Marygrove College is looking for candidates interested in fulfilling the position of Library Director. [See below job description]. Interested candidates should submit a cover letter, detailed resume and transcripts to Jennifer Meacham Information Literacy and Digital Learning Resources Librarian at jmeacham@marygrove.edu.

Nancy A. McDonough Geschke Library Director Position Description

Summary: The Director of the Library provides a vision for the library in the creation, preservation, and delivery of information to students, faculty, staff and community patrons in an evolving teaching and learning environment. The Director is committed to expanding the library's access to current and new information technologies. This position reports to the Interim Provost and supervises a team of faculty librarians and paraprofessionals.

Required Skills:

- Demonstrated fiscal responsibility, including budget management
- Ability to produce and communicate using diverse reports on all aspects of the library
- Create, review and update internal library policies

Qualifications: Candidates must have a master's degree in Library and/or Information Science from an ALA-accredited program and a minimum of 3 -5 years of progressively responsible leadership experience in an academic environment. As a hands-on director, the director must be able to cover the Circulation Desk, provide reference services and help patrons with information technology and computer applications as needed.

Preferred qualifications: Additional or advanced degree

Additional Requirements include:

- A record of professional accomplishment through research, publication, service, and leadership
- Significant knowledge of library operations, especially current library practices, trends, and technologies
- Demonstrated competencies in information literacy and library instruction
- Experience with resource sharing and library and community partnerships
- Knowledge of and experience with assessment of library services
- Excellent internal and external communication skills
- Excellent interpersonal skills
- Cultural competency and commitment to diversity
- Proven abilities as a leader and manager
- Willingness to be a working director and to perform any job that needs doing, including working at the circulation desk, or reference desk, bibliographic instruction and informational literacy instruction

Essential Functions:

- Formulates and recommends policy relating to the development and operation of the Library
- Directs all activities pertaining to the library including the supervision, training and evaluation of all Library employees
- Oversees the maintenance of library records and inventory
- Oversees the acquisition, distribution, maintenance, and evaluation of print and non-print materials
- Works closely with Librarians and faculty on the selection and development of instruction materials
- Ensures compliance with all licensing and copyright laws and regulations
- Oversees the development and provision of resources to support the College's distance learning programs
- Oversees the periodic assessment of library collections and the collection development, policy, taking into consideration new and expanding programs
- Remains current in his/her knowledge of procedures and practices pertaining to the Library
- Supervises the maintenance of the library's web page as well as all other forms of Library promotional material
- Fosters an environment of teamwork and personal interaction among library employees

The Nancy A. McDonough Geschke Library: A 5 floor facility which includes a research and technology commons with 50 computer workstations supported by 2 help desks; there are 2 computer classrooms located on the ground floor as well as a collaboration center and digital maker space; the Library is a member of the Detroit Area Library Network and the Midwestern Collaborative Library Services organization. In addition to traditional print, the library provides extensive electronic resources through the library maintained website, <http://research.marygrove.edu/>

Marygrove College: Located in Detroit, the college offers undergraduate, graduate, and continuing education programs in both on-campus and online formats with a special emphasis on Urban Leadership.