



## **Director of Library**

### **SUMMARY:**

The Director of the Library is a professional librarian whose primary responsibility is to provide leadership and vision so that the library will provide optimal access to information resources for faculty, staff and students at the Adrian and off-campus centers consistent with the mission and strategic directions of the university and support the university's efforts to facilitate student success.

### **RESPONSIBILITIES:**

Ensures the delivery of quality services to patrons on the main Adrian and off-campus sites, and in the on-line programs, through a variety of sources, such as print, periodicals, informational databases, Internet and electronic based resources and bibliographic instructions. Evaluates services by seeking feedback from patrons to measure service quality and makes improvements. Provides administrative leadership for the library. Practices successful budget projection and control. Encourages the development of the skills of library personnel. Able to establish and work in an environment that fosters teamwork. Responsible for the recruitment, screening and selection, performance review and termination of all library faculty and staff. Supervises the scheduling of faculty and staff and participates in the evening and weekend duties. Keeps the library facilities functional and plans for consistent improvement in the library, requiring evaluation of the physical, strategic, and patron needs in the library and the skills to plan and implement ways to address those needs. Participates, as appropriate, in grant seeking activities. Be able to advise patrons on the use of library facilities. This could include individual or group instruction in the library or involve presentations to groups meeting outside the library. Knows library procedures. Is up-to-date on new technologies and methodologies and is creative about modifying these technologies to meet the needs of Siena's library. Advocates for the library by serving on various University committees, lending professional expertise and individual perspective to the work of such committees. Cooperates with professional organizations and libraries outside Siena Heights University. Collaborates with members of the Student Achievement and Academic Success division to facilitate efforts to support student success. Consult with College faculty to determine library resources and service needs of academic programs and departments. Develop programs and policies in support of the academic program overall and in key areas such as information literacy, student and faculty research, and technology. Other duties within the scope of division's responsibilities as defined by the supervisor.

### **REQUIREMENTS:**

Minimum master's degree in Library or Information Science from an ALA accredited program. Demonstrated success in positions of increasing responsibility and in a college or university library. Demonstrated successful use of technology in an automated library. Must be able to demonstrate a strong commitment to quality patron service. Must be able to provide leadership and vision for the operation of the library. Strong administrative skills to monitor budgets, produce reports, plan staffing levels and support professional development opportunities for library personnel. Must be able to work within a collegial and collaborative framework and to foster this ability in others. Must possess good communication and interpersonal skills.

### **APPLICATION PROCESS:**

Qualified candidates are invited to send their cover letter, Curriculum Vita/resume, and a list of professional references to [shujobs@sienaheights.edu](mailto:shujobs@sienaheights.edu). In the subject line of the email, please reference the job title of this position to ensure timely review and distribution of your materials. This position is classified as a benefit eligible exempt position. Review of application materials will begin immediately and continue until the position is filled. EOE