

**DAWSON COMMUNITY COLLEGE  
JOB POSTING  
NOVEMBER 2022**

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**POSITION TITLE:** Library Director  
**DIVISION:** Academic Affairs  
**DEPARTMENT:** Library  
**STATUS:** Full-time, Tenure Track Faculty  
**SUPERVISION RECEIVED:** Dean of Academics  
**SUPERVISION EXERCISED:** Student Employees, Work Study Students

**\*WAGES COMMENSURATE WITH EXPERIENCE\***

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**SUMMARY OF WORK:**

The Director of the Jane Carey Memorial Library is responsible for the planning, organization, administration and assessment of the library/media services of the College. Also, the director will contribute to OER efforts and create digital media to support the instructional goals of the institution. The Director is a faculty member who reports to the Dean of Academics. Must be a self-starter, creative problem solver, and excellent organizer with high energy to meet deadlines and manage a demanding schedule. This position requires the ability to communicate orally and in writing; read written material; adhere to written policies and procedures.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, honor the College and university policies and procedures, and promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of DCC’s job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:**

**General Administrative Duties:**

- Develop library goals, objectives, and services that coordinate with the institutional mission and strategic priorities.
- Develop and implement library/media policies and procedures.
- Prepare a budget for the library program and maintain records of all library financial matters, including grants, foundations, or other monies as well as the general fund.
- Recommend, supervise and evaluate library staff; including but not limited to work-study students and student employees.
- Provide continuous evaluation of the library program based on stated goals and objectives.
- Prepare reports and statistical collections required by the college or state and federal agencies.

- Provide leadership and direction in the planning, implementation, promotion, and evaluation of the library's information literacy instruction program.
- Advocate for the library's role in teaching and learning and communicate the value of information literacy to the campus community through participation in relevant campus committees and initiatives.

### **General Library Duties:**

- Coordinate the essential library services and/or functions such as cataloging, information literacy, serials control, reference, virtual learning, social media, circulation, reserves, library automation and technology, web design, interlibrary loan, and acquisitions.
- Provide information literacy training to both individuals and groups through formal classroom training, reference, and research assistance. Supports information literacy efforts by creating and maintaining web libguides, customized online tutorials, learning objects, and displays, collaborating with faculty on course assignments and projects, assessment, collection development, etc. in assigned subject areas.
- Provide one-on-one, on-demand reference assistance using both traditional print and a wide array of electronic resources. Also provides reference services via the office, building or site visits, phone, email, text, social media, Skype and chat.
- Keeps up to date with changes in technology and alternative learning formats and methods and provides technical support in primary general student computer labs, mobile needs, virtual desktops, online College processes, online databases, ebooks, apps, Moodle, etc.
- Provides support and training on information literacy, library technologies, and changing formats for classroom use to faculty and staff. Maintains library web pages.
- Selects, maintains and deselects materials in all formats in assigned subject areas to ensure the library collection supports the college curriculum and is accessible for all users while staying within budgetary guidelines.
- Serves as library liaison to faculty to assist to integrate and ensure appropriate information literacy, library resources, and services that support changing curriculum, trends, and needs.
- Hires, trains, and supervises student workers and/or directs their workflow in various capacities in technical processing, circulation, and student computer help desk.
- Provide high-quality customer service; interact in a professional and respectful manner with all stakeholders.
- Assist callers and visitors with inquiries; provide general information regarding procedures, services, hours, and location of materials, etc.
- Adhere to all policies, procedures, and guidelines and maintain strict patron confidentiality.
- Perform all library processes including but not limited to circulation, cataloging, retrieval, fee/payment management, interlibrary loan, patron management, and stacks maintenance.
- Provide research assistance by appointment and responds to questions face-to-face and online.
- Provide service desk assistance including checking out materials, handling fines, and assisting users with printing, photocopying, and scanning.
- Prepare correspondence, reports, and related documents; handle and distributes mail; answer the phone; order and inventory office supplies; maintain files and special records; operate equipment related to departmental operations;
- Address the needs, activities, interests, incidents, and requests of the library and its patrons.
- Maintain the cleanliness, appearance, and functionality of the library.
- Assist patrons with basic reference and reader's advisory needs.
- Provide instruction in library use to groups as requested, including Orientation sessions for new students.
- Communicate and cooperate with other libraries in the community and beyond.
- Supports library decision-making and strategic planning through participation in regular staff meetings, membership in internal continuous quality improvement library teams, and appointments to College committees.

- Maintains required statistics and assessments for designated service areas and creates reports as requested by library administration when needed.
- Demonstrates a commitment to the college values of excellence, respect, and integrity.
- Carry out other responsibilities as assigned.

### **Library Activities Duties:**

- Participates in marketing and outreach of library resources, which may include participating in College-wide events, creating brochures, displays, and handouts, giving presentations, tours, presenting poster sessions, site visits, etc.
- Develop, promote, and implement relevant and timely library programs and displays.
- Implement creative strategies to encourage and increase student use of the library as a study center and a welcoming “third space” that facilitates and encourages student and staff interactions.
- Explore and coordinate opportunities to use the library facilities and resources to add value to the academic and educational mission of the College.
- In conjunction with other campus partners (student services, ASB, academics, athletics, etc.) develop, host, and carry out events that contribute to student life.
- Encourage and promote the use of the library for community learning events (lunch and learn training, workshops, mastermind groups, book clubs, etc.).
- Perform other duties as assigned by the Dean of Academics, which were necessary to the operation and welfare of the College.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

**This institution is an equal opportunity provider.**

### **EDUCATION AND EXPERIENCE:**

**The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:**

#### ***Education:***

A Master’s degree from an American Library Association accredited institution or equivalent degree.

#### ***Experience:***

- Experience as a professional librarian in an academic setting.
- Experience related to activities and customer engagement.
- Experience in providing research assistance using multiple modalities.

#### ***Knowledge:***

- Knowledge of how to create and curate Open Educational Resources.
- Knowledge of electronic and traditional resources and trends in library services.

#### ***Skills:***

- Excellent interpersonal skills, including the ability to effectively collaborate with faculty, colleagues, and students and to work successfully with a diverse population.
- Strong written and oral communication skills.

#### ***Abilities:***

- Work both independently and collaboratively as part of a team in a complex, service-oriented environment.

- Plan, implement, and assess learning outcomes and tools.
- Collaboratively problem-solve and work across organizational boundaries to accomplish organizational objectives.

#### **PREFERRED QUALIFICATIONS:**

- Experience as a professional librarian in an academic library setting.
- Experience developing collaborative partnerships with key stakeholders across the college and within the library to extend the distance and online outreach activities.
- Experience assisting faculty with OER initiatives.
- Experience implementing new technologies for user services.

#### **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application.
- Current resume.
- Cover Letter.
- Copies of college transcripts.
- Three professional references (names, addresses, and phone numbers).

#### **INQUIRIES MAY BE DIRECTED**

**TO:** Human Resources Department

hr@dawson.edu

406-377-9412

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate. **This institution is an equal opportunity provider.**

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations, and policies. Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: [dnyberg@dawson.edu](mailto:dnyberg@dawson.edu)  
Mailing Address: 300 College Drive, Glendive, MT 59330.

