

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
JULY 2020

POSITION TITLE: Director of Library and Instructional Design

DIVISION: Academic Affairs

DEPARTMENT: Library

STATUS: Full-time, Tenure Track Faculty

SUPERVISION RECEIVED: Dean of Academics

SUPERVISION EXERCISED: Student Employees, Work Study Students

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 collaborate with faculty to develop, promote, evaluate, and deliver instructional support and content for information literacy education online. They 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, excellent organizer with high energy to meet deadlines and to 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, to honor the College and university policies and procedures and to 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 is an expected part of DCC 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 which coordinate with the institutional mission and purposes.
- 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.
- 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 individual 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, 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 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 technology 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.
- Participates in marketing and outreach of library resources, which may include participating in College-wide events, creating brochures, displays, handouts, giving presentations, tours, presenting poster sessions, site visits, etc.
- Supports library decision-making and strategic planning through participation in regular staff meetings, membership on internal continuous quality improvement library teams and appointments to College committees.
- Maintains required statistics and assessment for designated service area 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.

Instructional Design Duties:

- Partner with faculty to develop online learning tools to support information and digital literacy and incorporate them into the college's online learning environment.
- Develop and conduct needs assessment and usability studies for instructional tools.
- Monitors and suggests new and emerging technologies for blended and online learning environments.
- Creates digital media content to be embedded in the LMS, LibGuides, the library website, and library communications.
- Advocates for and educate the college community about OER adoption and implementation.
- Contributes overall to assessment of library instruction, services, programs, and other initiatives

- 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.
- Lead the collaborative design and delivery of information literacy faculty development.
- Lead the library's student learning assessment efforts, completing the annual assessment report and maintaining the library's assessment plan in accordance with campus assessment requirements.
- Develop, maintain, and share knowledge of instructional design, pedagogy, and information literacy instruction and assessment.
- Provide research and instruction services to students, faculty and staff using a broad range of print and web-based sources; teaches library instruction sessions and collaborates with faculty in the creation of online course content as requested; provides service desk as needed; resolves problems and interprets library policy and procedure for users.
- Provide research assistance by appointment and responds to questions face-to-face and online. Teaches library instruction sessions and consults with faculty to develop appropriate information literacy content, based on course assignments.
- Provide service desk assistance including checking out materials, handling fines, and assisting users with printing, photocopying and scanning.
- Prepare correspondence, reports and related documents; handles and distributes mail; answers phone; orders and inventories office supplies; maintains files and special records; operates equipment related to departmental operations; schedules appointments for workshops and tutoring sessions; acts as contact person.
- Direct and coordinate activities and schedules student workers. Works with students to accomplish project goals in a timely manner. Guides students on the use of Library and Campus technology literacy projects.
- Deliver quality services to both internal and external constituents in a professional helpful and courteous manner.
- Develop and effectively administer the departmental budgets, including budget forecasting, planning and monitoring of expenditures.
- Perform other duties as assigned by the Dean of Academics, where necessary to the operation and welfare of the College.

PERFORMANCE STANDARDS:

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Adheres to and maintains strict confidentiality with all fiscal, human and labor relation information.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

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 the 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 in the delivery of information literacy instruction online.
- Teaching or training experience in traditional and online environments.
- Experience in providing research assistance using multiple modalities.

Knowledge:

- Understanding of instructional design principles and online pedagogy.

- Expertise with technologies and tools that deliver e-learning content such as course/learning management systems, content capture tools, and presentation tools.
- Knowledge of how to create and curate Open Educational Resources.
- Knowledge of electronic and traditional resources and trends in library services.

Skills:

- Strong instructional skills, including the ability to develop instructional materials and present instruction to students and faculty one-on-one, in individual classes, and as part of a required course.
- Excellent interpersonal skills, including 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.
- Additional degree or experience in Educational Technology, Instructional Design, or a related field.
- Experience integrating instruction content into online learning platforms.
- Experience developing collaborative partnerships with key stakeholders across the college and within the library to extend distance and online outreach activities.
- Experience in the systematic design of instruction for online, blended/hybrid and/or traditional courses.
- Experience assisting faculty with OER initiatives.
- Knowledge of ADA compliance issues in online and blended/hybrid courses and website development.
- 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
 406-377-9430

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 Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu Mailing Address: 300 College Drive, Glendive, MT 59330.