

**DIRECTOR OF LIBRARY SERVICES  
Diablo Valley College**

**DEFINITION**

The Director of Library Services is responsible for all aspects of library operations including administration; budget preparation; supervision of staff; providing library and information resources that meet the instructional, institutional and individual needs of DVC students and faculty; and development and implementation of programs and services related to the operation of a technologically-advanced community college library.

**RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

Under the general direction of the Dean of Instruction, the Director of Library Services organizes, administers, and evaluates library services and facilities in order to meet the needs of students, faculty, staff, and the community.

More specifically, the Director performs the following duties:

Interprets and implements administrative policies and practices to the library staff and communicates the needs of the library to the College administration; serves on appropriate college committees.

Prepares and administers the library budget and supervises the expenditure of library funds.

Within the limits of the budget and using established procedures, selects, trains, supervises, and evaluates library personnel to maintain effective library service.

Develops, directs, supervises, and evaluates library personnel to maintain effective library service.

Develops, directs, supervises, and evaluates library services for the college, including:

- Selection, acquisition, cataloging and processing of library materials
- Reference and library instruction services
- Orientation and staff development for faculty and staff
- Electronic resources services
- Center for Higher Education Library
- Library and Information Technology Certificate program
- Selection and ordering of supplies and equipment

Develops and maintains liaisons with Friends of the Diablo Valley College Library.

Develops statistical information to be kept to provide a clear picture of library activities, maintains adequate records to meet needs for internal analysis and management planning, and provides data for annual and special reports needed by college and government agencies.

Participates in District, area, regional, state, and national associations, conferences, and networks in order to expand awareness of new developments in library services that are pertinent to our library operations.

Develops and continually reevaluates a long-range plan for library services that expresses the educational philosophy of the college and fulfills the educational and informational needs of students and faculty.

**REPORTING RELATIONSHIPS**

The Director of Library Services reports to the Dean of Instruction. Positions directly responsible to the Director of Library Services are all DVC Librarians, Library Assistants, and the Library Assistant/Secretary.

**MINIMUM QUALIFICATIONS**

Master's Degree in Library Science, Librarianship, or Library and Information Sciences

At least three (3) years of professional librarian experience in a college, university, or public library.

One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays. Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrates an ability to work a 40 hour work week.
- Demonstrates an ability to speak clearly and communicate with others.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

(to Governing Board 9/25/96)