



The University of Montana - Helena
COLLEGE OF TECHNOLOGY



<input type="checkbox"/>	Vacant Position-No Change
<input type="checkbox"/>	Vacant Position-Revised
<input type="checkbox"/>	New Position
<input type="checkbox"/>	Revised Position for Incumbent
Position Number:	
Department: Library	

ROLE DESCRIPTION - EXAMPLE

1. GENERAL INFORMATION

DATE: October **Day:** 1 2008 **POSITION TITLE:** Director of Library Services

NAME OF INCUMBENT: **Last:** Bacino **First:** Janice **MI:** C

Signature of Employee

Date

2. REQUIRED SIGNATURES

Immediate Supervisor

Date

Personnel Specialist

Date

Business Services

Date

Dean/CEO

Date

3. COLLEGE MISSION STATEMENT

The University of Montana - Helena College of Technology promotes lifelong educational goals of learners, supports workforce development needs of employers, and fosters community involvement by providing a substantive, responsible, and accessible learning environment.

4. GENERAL STATEMENT DESCRIBING EXPECTATIONS OF POSITION (including supervisory responsibilities, degree of initiative and independence in performing the job, and overall complexity of assigned tasks).

The **Director of Library Services position**, which reports directly to the Associate Dean/Academic Affairs, is responsible for all facets of the library program, including goal planning, budgeting, assessment, collection development, facilities planning, service delivery, programming, and instruction. This is a supervisory position that operates with minimal supervision and is independently responsible for the direction and coordination of an institutional program. As the sole professional in the program, the position requires a high degree of initiative and a breadth of professional knowledge with sufficient depth on all aspects of library operation .

5. POSITION SUMMARY: (List 3 to 6 major functions of the position required to accomplish the college’s goals and mission.)

Major Functions of the Job:	Job Duties:	% of Time Spent:	Qualifications (Knowledge, Skills and/or Abilities Needed to Perform All Major Job Functions):
<p>1. Administrative Functions:</p>	<ul style="list-style-type: none"> •Develop library goals and services that support institutional mission. •Develop and implement library policies and procedures. •Prepare and monitor budget, including fiscal responsibility for all library expenditures. •Supervise, train, and evaluate library staff. •Conduct assessment of library program based on stated goals. •Prepare reports and statistical records required by the college, state, or federal agencies. 	<p>30%</p>	<ul style="list-style-type: none"> •Ability to write and communicate clearly. •Knowledge of traditional and innovative library services and an ability to translate that knowledge into specific services and initiatives that support institutional advancement. •Detailed and analytical understanding of library operations and ability to record and organize this information. •Ability to define and explain the monetary cost of program initiatives. Knowledge of basic fiscal procedures, attention to detail. •Knowledge of basic human resources administration and ability to motivate and teach. •Understanding of assessment and how it relates to the library and the college. •Knowledge of standardized reporting conventions, IPEDS, and methods of electronic data collection. •Knowledge of higher education, in particular 2-year education, and how technical and transfer programs use informational resources
<p>2. Library Functions:</p>	<ul style="list-style-type: none"> •Oversee the selection and purchase of all library materials. •Organize the library collection following library standards, including cataloging and circulation procedures for the shared automated library system. •Steward the collection through the circulation of library materials, annual inventories, and the collection of replacement fees. 	<p>40%</p>	<ul style="list-style-type: none"> •Understanding of selection principles and tools, including reviewing and online ordering systems, and ability to apply that knowledge in developing a library collection relevant to the college’s programs and mission. •Understanding the principles of collection organization and access, including specific knowledge of bibliographic MARC record, OCLC Connexion interface, WorldCat, and

	<ul style="list-style-type: none"> •Maintain convenient and reliable access to electronic resources and information through the college’s website. •Serve on college committees in order to coordinate library services responsive to instructional programs. •Participate in professional activities to keep abreast of innovations and current trends. 		<p>Voyager Endeavor cataloging system.</p> <ul style="list-style-type: none"> •Knowledge of library collection management, including appropriate circulation principles, weeding of outdated items, management of donations, and inventory control. •Knowledge of electronic resources, including their selection, use, access, remote authentication, functionality, and licensing. Ability to organize and maintain extensive website entries, including knowledge of web content management software used by the college. •Ability to develop and maintain effective working relationships with staff, faculty, and administration. •MLS, MLIS or MLA in Library Science from an ALA accredited library program.
3. Instructional Functions:	<ul style="list-style-type: none"> •Develop a climate which invites the college community to utilize the collection and services of the library (exhibits, finding aids, ancillary services). •Provide reference and instruction on an individual basis. •Provide instruction in library use, research, and information literacy to classes, including lesson and assignment planning. •Provide assistance to faculty, administration, and staff in research and their own continuing education. 	25%	<ul style="list-style-type: none"> •Ability to communicate clearly and to initiate activities, handouts, displays, services, PR messages, and space planning which encourage use of the library. •Ability to effectively conduct a reference interview and apply extensive knowledge of resources to resolving reference inquiries and point of need instruction. •Knowledge of information literacy concepts and ability to organize and present lessons on research skills and resources, including skill in using presentation software and equipment. •Knowledge of resources beyond those of the college and ability to effectively access those resources and instruct others in their use.
4. Community Relations Functions:	<ul style="list-style-type: none"> •Maintain communication and cooperative agreements with other area libraries and the greater MUS library systems. •Assist in public relations activities and events that impact the library and the college. 	5%	<ul style="list-style-type: none"> •Knowledge of other area libraries and their collections/services. Ability to foster communication and cooperation with other libraries and their directors. •Knowledge of community organizations and community leaders and ability to communicate the college’s “story” in interactions throughout the greater Helena area.
5.		%	
6.		%	

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6. **PHYSICAL DEMANDS** (The American with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the college in meeting these regulations.)

List any unusual physical requirements for this position:

Dexterity of hands, ability to reach overhead above the shoulders, hearing and speaking to exchange information, and moderate lifting (up to 20 lbs).