



Position Title: University Library Director
Reports To: VP of Academic Affairs
Classification: Exempt
WC Code: 8869
Position Type: 2nd Level of Administrators

Major Responsibilities: Select and recommend materials for acquisition. Develop and submit a budget for media services. Provide access to library holdings. Interact with instructors and students to promote effective use of the library. Provide reference service to faculty, staff, and students.

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and the institutional effectiveness process.
2. Reviews and maintains library procedures and policies manual.
3. Trains and supervises all subordinates.
4. Implements and revises, as needed, the plan to select and recommend media service materials for acquisition that is in harmony with the mission and goals of the University.
5. Prepares and submits a budget for all libraries and media service materials.
6. Reviews professional sources and recommend for purchase appropriate media service materials.
7. Maintains an inventory of media service materials.
8. Screens media service holdings to determine currency of the appropriate material and sort dated material.
9. Maintains a catalog and other library aids.
10. Ensures proper functioning of On-line Library and catalog.
11. Provides reference service for the Faculty, Staff, and students.
12. Provides library orientation and instruction in library skills for the Faculty and Students.
13. Supervises the cataloging and processing of library materials.
14. Collaborates with instructors to integrate library usage with class work
15. Promotes students' awareness to all available media service sources.
16. Provides the administration with monthly report of all lost, stolen or missing library assets (books and equipment)
17. Provides information on additional community resources to broaden the student's information.
18. Organizes and supervises the library and resource center's cultural events.
19. Conducts a study regarding the effectiveness of the library and submits an annual report reflecting the results of the study.
20. Participates in American Library Associations, workshops and activities.
21. Participates in the self studies and committees conducted by the University.
22. Support and participate in University Commencement Ceremonies.
23. Performs any especial project assigned by the President.

24. Responds to communications (e-mail/voice-mail) on a daily basis.
25. Continuously oversee actions for improvements at campus level sited in the Library Director's Planning, Assessment, and Implementation Form.
26. Oversee compliance with licensing and accrediting organizations.
27. Perform other duties as assigned.

To apply for this position please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=19320&lang=en_US