**Position:** **Library Director**

**Reports to:** Executive Vice President, Chief Academic Officer

**Major Responsibilities:**

1. Direct library services and programs including resource sharing, bibliographic instruction and reference services.
2. Develop and maintain collection to meet needs of instructional programs.
3. Oversee library technology and lead technology conversions/migrations.
4. Maintain and update content of the library web and portal pages.
5. Oversee, develop, and maintain LibGuides.
6. Create and update instructional materials on researching library resources.
7. Keep current with library databases, search features, and general reference sources.
8. Evaluate the accessibility and user needs of resources and services.
9. Analyze various library data; compile, complete, and present various reports.
10. Develop short and long range plans.
11. Recommend and manage departmental budget; process related purchase orders and expenses.
12. Supervise professional and support staff.
13. Personally provide reference services, online searching and individual instruction to patrons.
14. Oversee maintenance of College archives.
15. Represent library at professional association meetings.
16. Develop and deliver library related presentations.
17. Promote and market use of library services to all constituents.
18. Recommend policies and develop procedures related to the library.
19. Serve on various College committees.

**Minimum Requirements:**

1. MSLS or equivalent degree from an ALA accredited program.
2. Minimum of 5 years senior level professional experience in an academic library setting.
3. Knowledge of current and emerging technologies used in library services, including Captivate or Camtasia required.
4. Supervisory experience and demonstrated capability to effectively lead library staff required.
5. Excellent interpersonal, written and presentation communication skills required.
6. Demonstrated ability to develop work with individuals at various organizational levels required.
7. Strong track record of high quality student service.
8. Creative problem solver with solid judgment skills.
9. Knowledge of business collections a plus.
10. Ability to work occasional evening and weekend hours.
11. Knowledge of copyright laws as it relates to learning resources and services required.

**To Apply:** Submit resume with salary requirement to the Walsh College HR Office at:[**hr@walshcollege.edu**](mailto:hr@walshcollege.edu)**.** (Please indicate position in subject line)

## Posted: May 9, 2017