JOB POSTING
OFFICE OF HUMAN RESOURCES
October 14, 2021

POSITION: Library Director

DEPARTMENT: Library

DIVISION: Academic Affairs

STATUS: Full time, Exempt, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description: The position of Library Director is a full-time appointment requiring a minimum of 35 hours of service per week to the College. Under the supervision of the Dean of Faculty and Research, manages the operations of the Northeast College of Health Sciences library.

Functions:
1. Provides administrative leadership for the library and library staff.
2. Supports the mission of the College and the library.
3. Models and promotes professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:
1. Reports to the Dean of Faculty and Research.
2. Works in partnership with the academic deans and directors to develop the library and library staff.
3. Collaborates with members of the College administration, faculty, staff, and students.

Specific Duties and Responsibilities:
1. Collaborates and advises the Northeast administration regarding library needs and requirements.
2. Responsible for the annual library budget request, and for the responsible expenditure of the library budget in consultation with library staff members, Northeast administration, faculty, staff and students.
3. Oversees library material acquisitions.
4. Keeps accurate records.
5. Responsible for supervising, hiring, scheduling, and evaluating the library staff to insure effective and efficient operation of the library, in consultation with the Northeast library staff and the Northeast administration.
6. Supervises the planning and implementation of library services and the formulation of library policies in consultation with the library staff, faculty, administration, and students, to include library instruction and information literacy activities, and the acquisition, cataloging, and circulation of library materials.
7. Oversees the monitoring of library patron computer and internet access, interlibrary loan, and library service needs for all users, on and off-campus. Works with the Information Technology Department and the library
staff in the operation of the Northeast library electronic library system, including the electronic catalog and electronic circulation subsystems.
8. Provides oversight in system training and improvements to the appropriate library staff members.
9. Oversees the Electronic and Media Resources Librarian and the media library staff to insure the efficient and effective operation of the media library.
10. Participates in Northeast governance activities and provides service to the surrounding community.

Methods of Accountability:
1. Verbal and written communications with the Dean of Faculty and Research.
2. Compliance with the College’s procedures.
3. Verbal and written feedback from Library faculty, staff, and students as well as other College stakeholders.
4. Annual performance evaluations by the Dean of Faculty and Research.
5. Demonstrates library outcomes and professional growth through the Northeast Library strategic plan in consultation with the Dean of Faculty and Research.

Mental and Physical Requirements:
1. Effective and professional verbal and written communication skills.
2. Responsible administrative judgement.
3. Professional demeanor.
4. Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
5. Ability to manage stressful situations in a fast-paced, multi-task work environment.

Education, Training and Experience:
1. Supervisory management experience.
2. Strong leadership and training skills.
3. Three to five years of administrative experience required.
4. Master of Library Science or equivalent from an institution accredited by the American Library Association.

Working Environment and Contributions:
1. Clean, ventilated, lighted and temperature-controlled office setting.
2. Safe, professionally equipped and appointed healthcare facility.
3. Positive, collaborative, professionally supportive and academically stimulating environment.

Equipment and Tools:
1. General office furnishings and equipment.
2. Telecommunications equipment (telephone, fax).
3. PC hardware and software with Internet access.
4. Knowledge of current library systems and software.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.