

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Library Services	FLSA status:	Exempt
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DEPARTMENT:	Library	REPORTS TO:	Vice President of Instruction
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Position summary: Under indirect supervision, directs the operation of the library in accordance with the philosophy of the College and with sound library practice. This position reports directly to the Vice President of Instruction, keeping him/her abreast of all planning, organizing, staff and development of Panola College's library system.

Position responsibilities:

- Supervise the Library staff including work-study students.
- Plan, develop, and administer library organizations and policies.
- Encourage student, faculty, staff, and community utilization of library facilities.
- Supervise the orientation of employees and students in effective use of library services.
- Establish and maintain communication between library personnel and the administration.
- Participate in curriculum planning for the purpose of ordering and organizing library materials to enhance effectiveness of library facilities.
- Advise the Vice President of Instruction in planning and development of physical facilities for the library.
- Elicit recommendations from faculty members on acquisitions to library collection.
- Direct preparation of the annual budget and other library-related reports and documents as needed.
- Maintain and monitor audio-visual equipment for use by all College faculty members.
- Work to ensure that the College library meets the Southern Association of Colleges and Schools standards.
- Research, write, submit, and administer grant proposals for library activities.
- Provide innovation and vision for the College.
- Collaborate with the College to develop and implement a long-range plan and strategy for the library.
- Coordinate the development of policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master of Library and Information Science degree from an American Library Association accredited library school required with at least 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Demonstrated knowledge of bibliographic utilities, standards and all library functions.
- Knowledge of collection development principles.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in library services.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.

- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.