

Director, Learning Resources & Library Services at Northwest Florida State College

Position:	Director, Learning Resources & Library Services
Department:	Academic Services & Strategic Initiatives
Hours:	Full-Time
Classification:	Administrative I
Salary:	\$51,377.00-\$66,167.00
Location:	Building 500, Niceville
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately. Position will remain open until filled.



Qualifications

- Master's Degree in Library Science from a regionally accredited higher education institution is required with a strong preference for a school that has A.L.A. accreditation.
- Minimum of 3-5 years of experience in an academic library supervisory role.
- Demonstrated leadership ability and management experience.
- Demonstrated proficiency in oral, written, and interpersonal communication skills.
- Demonstrated experience providing library services and instruction in higher education.
- Demonstrated decision making, problem solving, and planning skills in a collegial and collaborative environment.
- Working knowledge of library information systems (prefer Ex Libris Alma), digital technology, research tools (prefer Lib Guides), and Open Educational Resource (OER) curation and support.
- Familiarity with best practices in online pedagogy and digital resources use.

Duties and Responsibilities

- Responsible for the efficient management and direction of learning resources, including operations, budget, supervision and direction of library staff, compliance with federal, state, and institutional requirements, and the effective coordination of services with the rest of the College community.
- Works with the joint campus library administered by UWF to provide materials, services, and staffing for NWFSC in support of programs and personnel on the FWB campus.
- Ensures the library's collections (print and digital), discovery tools, open educational resources, and services support and advance the teaching, learning, and research needs of students, faculty, and staff.
- Provides fiscal oversight, best practices, and efficient procedures in library acquisition and collections workflow management from evaluation and selection, licensing, and contract negotiation entirely through receipt, payment and recordkeeping.
- Oversees data and statistics for required reports (including ALS, IPEDS and CIP) and analyzes collections.

Duties and Responsibilities - *continued*

- Manages the Learning Commons Library Services budget and participates in the ongoing assessment and review of the library's collections and services for continuous improvement benchmarks used during the budget development process.
- Serves actively on workgroups to meet changing academic needs and follow the strategic vision and mission of the College.
- Creates an environment in which service, communication, and outreach to students, faculty, and staff is of the highest importance, providing instruction, reference, and liaison services for student success and in support of faculty development.
- Teaches LIS courses as needed based on demand and administrative assignments.
- Participates in continuous professional development, completing mandatory compliance training, and assisting library staff to complete all necessary training for library operation and advancement.
- Represents the College library locally, regionally, and in statewide organizations. Specifically serving on the FLVC Member's Council for Library Services, the Council of Instructional Affairs Learning Resources Standing Committee, and other Association of College and Research Libraries organizations.
- Opens or closes and secures Learning Commons, as scheduled.
- Performs such other duties and services as may be assigned

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 37.5 hour work week
- Flexible summer hours available
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwpsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, gender identity, sexual orientation or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

