SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Dean of Library Services and Educational Technology

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Responsible for development and implementation of the operations and programs of Library Services, and distance education and for general oversight of the library facility, including budget management and coordination with other campus divisions and services. The Dean is also responsible for oversight and coordination of the District’s online courses and programs. The Dean is expected to exercise leadership in carrying out the College’s strategic plan, including support for innovative teaching and learning strategies, development of information technology systems, and close collaboration with other departments and community organizations. This is an educational administrative position, which requires advanced knowledge in library science, excellent communication and strong administrative skills.

SUPERVISOR: Vice President of Academic Affairs

TYPICAL DUTIES:

Library Services:

- Develops, plans, directs, and coordinates the activities, operations, and programs of the District’s Library Services, including library services to Extended Education campuses.
- Coordinates the operations of the library technology including the integrated library system (SIRSI) and open computer lab.
- Develops, coordinates, and administers budgets, monitors and controls expenditures.
- Ensures compliance with accreditation and Association of College and Research Libraries Standards for Information Competency, as well as Student Learning Outcomes for Information Competency.
- Prepares written and oral reports related to library services.

Educational Technology:

- Develops, plans and directs the District’s online instructional program; determines research needs; recommends changes; and communicates about the program to the college community.
- Prepares written and oral reports, including substantive change requests, relating to online instruction as needed.
- Serves on the Distance Education Committee.
- Works with instructional deans and other staff on distance education policies and procedures.
- Coordinates with instructional technology staff on scheduling and content of online trainings.
General Duties:
- Determines staffing needs and makes appropriate recommendations.
- Participates in the selection, training, orientation, and development of staff; directs and supervises the work of others; conducts performance appraisals.
- Participates in a variety of administrative, board, and other meetings; conducts department meetings.
- Promotes cooperative relationships with the community, Shasta College Foundation, local cultural institutions (such as Turtle Bay, Shasta County Arts Council, NPR, KIXE), and regional and state agencies, as appropriate.
- Performs other duties within the scope of this position as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
- Principles, procedures, best practices and regulations related to online education
- Principles, procedures, and practices related to the effective provision of library programs and services
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development
- Budget development and implementation
- Current issues and opportunities facing California community colleges
- Computer software programs, learning management systems, open web tools and emerging trends in technology relating to both library services and online instruction

Ability to:
- Exercise initiative and creativity to meet educational needs and solve problems
- Motivate faculty, staff, and colleagues to continually improve programs and services
- Plan, direct, and manage the activities and operations of a community college library and related services as well as a college-wide online program
- Prepare and present effective reports, recommendations, and correspondence
- Effectively communicate in both oral and written forms
- Establish and maintain effective working relationships
- Work with designated computer programs and systems.
- Direct, supervise, and formally evaluate the work of others

Education/Experience:
- Master's degree in library science or library and information science, OR the equivalent.
- Experience in online instructional delivery preferred.
• Minimum of one year of formal training, internship, or leadership experience in an administrative role.
• Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff members and students with physical and/or learning disabilities.