Saint Michael's College  
Job Description

Job Title:  Director, Library and Information Services

Department:  Library and Information Services

Supervisor or Manager:  Provost

Date Created:  3/24/05  Last Revised:  3/24/05  FLSA Status:  E

Our Mission:  It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• LIS staff is engaged and committed to the mission of the College and understands and plays an active role in supporting the direction and vision for LIS
• Library operates efficiently and effectively, and in support of student learning and faculty teaching
• LIS operations and materials budget is properly managed
• Students and faculty are provided high quality LIS services that contribute to scholarship
• Student LIS needs are met or exceeded and students are the central focus of the library enterprise

Essential Duties and Responsibilities:
• Provides effective vision and leadership for LIS with overall responsibility for library collections, instruction, programs, and services, including personnel, budget, planning, strategic development, and grant support.
• Supports, guides, and develops library staff in furthering the mission of the College. Meets and communicates regularly and effectively with library staff; facilitates the group process.
• Establishes a strong customer-service orientation that places students in the center of the library enterprise.
• Collaborates with staff in planning and in developing patron-oriented policies and procedures.
• Oversees and maximizes LIS operations and materials budget.
• Contributes meaningfully to the development of faculty and student scholarship.
• Effectively represents and promotes LIS to the administration, faculty, students, staff, and the public.
• Represents the Library and the College to library consortia and to donors.
• Reviews and develops policies and procedures.
• Manages the library facility so that it supports student learning and faculty teaching.
• Contributes significantly to the library profession through publication, active membership in professional organizations, and presentation of conference papers.
• Provides leadership and oversight for library operations including staff, collections, services, and budget.
• Collaborates with department heads to: design effective instruction offerings and provide teaching support; develop and implement services for the selection/outreach program; plan and provide online services; and oversee ongoing development of the library’s web presence.
• Works with collection management personnel to enhance and promote Durick Library collections.
• Collaborates with campus and community groups and other institutions to build effective relationships with faculty and students.
• Participates in college-wide initiatives and works closely with campus administrators in areas of assigned responsibility.

Secondary Responsibilities:
• Assesses staff training needs.
• Writes grant applications to support library priorities.
• Writes scholarly articles on library topics and gives presentations at professional conferences.
Saint Michael’s College Job Description
Job Title: Director, Library and Information Services

**Positions Supervised:**
- Executive Assistant to the Director (1)
- Team Leader, Reference & Instruction (1) [I will be changing this title to Acting Associate Director for Reference & Instruction to more accurately reflect the high level at which this position functions, albeit as a rotating appointment among the team of three Reference & Instruction Librarians].
- Associate Director for Access & Systems (1)
- Associate Director for Collections Services (1)
- Associate Director for Bibliographic Services (1)
- Archivist (1)

**Major Contacts:**
- Executive Assistant to the Director of LIS
- Associate Directors of LIS
- Provost and Academic Affairs Council
- Faculty on library and related committees
- Director and Assistant Directors of IT
- Chief Information Officer for Technology

**Demonstrates Excellence:**
- Demonstrates self-confidence and embodies a positive outlook required for successful leadership. Communicates effectively with a variety of constituents.
- Generates excitement around a vision and understands what it takes to reach it.
- Develops thorough knowledge of College values and policies. Facilitates a productive work environment.
- Creates and implements systems that assess the Library’s value to its users.
- Creates an environment that fosters accountability.
- Establishes strong relationships with staff, faculty, and students based on trust.
- Sets high expectations for self, staff, and library.
- Exhibits empathy in dealing with staff and diplomacy in handling staff or patron conflict.
- Approaches responsibilities with good will, creativity, and humor.
- Is self-directed and works well independently.
- Develops a campus visibility for the Library.
- Is articulate in written and spoken communication.

**Education and Work Experience:**
Masters of Library Science (or Library & Information Science)
- A record of strong leadership and an informed vision of the unique challenges and information needs of libraries serving a selective liberal arts institution with a rigorous curriculum
- Familiarity with current trends in scholarly communication and evidence of innovative and strategic thinking in the face of emerging technological developments
- A demonstrated ability to communicate and build consensus as well as to be an effective advocate in institutional conversations involving the library and its mission
- Commitment to staff excellence and professional development
- Excellent organizational, analytical and problem solving abilities
- Solid financial management skills; experience in fund raising and grant writing desirable
- Record of professional library contributions

**Analytic Skills:**
The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.
Language and Literacy Skills:
Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify):</td>
<td></td>
<td></td>
<td></td>
<td>Familiarity with computer diagnostic routines.</td>
</tr>
</tbody>
</table>

Licenses, Certifications and Other Requirements:
None

Physical Demands:
Work is normally performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
May require some travel
May occasionally need to be available evenings or weekends

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.