



LIBRARY DIRECTOR

SUMMARY OF POSITION:

Philander Smith College invites applications for the position of Library Director for the D. W. Reynolds Library.

Under the supervision of the Vice President for Academic Affairs, the Library Director has primary oversight for the D. W. Reynolds Library. The Library Director is responsible for all areas of library management and organization, strategic planning and priority setting, fiscal management, policy and program development, and facilities maintenance and planning.

D. W. Reynolds Library has holdings in a variety of formats, including a growing collection of electronic resources, extensive holdings in African American & African art, and rich special collections and archives. The Library provides resources and instructional services & programs in support of teaching, learning and research of faculty and students.

RESPONSIBILITIES:

- Provide strategic vision and leadership for the library, working effectively with faculty, staff and students across campus as an advocate for the Library in accord with the College's mission.
- Responsible for all aspects of library administration, including long term planning, budget development and control, personnel selection, facilities management, effective stewardship, and ongoing assessment of library resources.
- Collaborate with faculty to support student learning and advance information literacy
- Develop strategies for collecting, acquiring, preserving and promoting intellectual content
- Provide direction for the integration of appropriate and emerging technologies into the services and operations of the library; and develops library initiatives that enhance student learning.
- Oversee library operations for all library units managed by librarians and staff. Supervises professional and support staff; supports excellence in library staff training and development.

- Foster organizational culture of collegiality and service within the library and on campus. Serves on campus committees and acts as library liaison to senior college administrators,
- Strengthen external partnerships and relationships, including with library consortia, other academic institutions and professional associations.
- Participate in appropriate state, regional and/ or national professional associations
- Seek avenues to optimize excellent customer service
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of higher education and academic library standards
- Knowledge of managing diversified academic library collections and their services, i.e. print, non-print, and electronic resources, as well as technologies for making them accessible to patrons on & off-campus.
- Demonstrated expertise with information technology and library systems
- Ability to establish and maintain an effective working relationship with internal and external constituencies.
- Demonstrated knowledge of effective emerging digital technologies and their potentials within the domain of scholarship
- Prior experience managing budgets, grant writing and fund raising.
- Service orientation and strong interpersonal and communication skills.
- Knowledge of library instruction strategies in an academic library
- Commitment to the values of a liberal arts education and the College's mission.

QUALIFICATIONS:

Required:

A Master's Degree in Library Science or in Library & Information Science from an ALA accredited institution, with a minimum of ten years related work experience, and five years of managerial experience in an academic library.

Strongly preferred:

- Significant experience supervising librarians and non-exempt staff with a well-rounded knowledge and appreciation of all aspects of library work.
- Fiscal adeptness; ability to develop and steward a library budget; and can negotiate successfully with library vendors and publishers.
- Experience working with Library consortia and other resource sharing groups.
- A track record of professional / scholarly accomplishments.

HOW to APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and three letters of professional references to: humanresources@philander.edu.

Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

Please no phone calls

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.

Review of applications will begin immediately. The preferred start date is June1, 2018.