Foothill-De Anza Community College District

Dean, Library Services

Department: Library Services
College: De Anza College

POSITION PURPOSE

Reporting to the Vice President of Instruction, coordinate, plan, develop, and implement staffing, operations, equipment, materials, and facilities of Library Services programs. Provide leadership in integrating Library Services plans. Supervise, evaluate and develop activities relating to all library operations. Administer and develop the library services budget. Plan and coordinate in-service development activities for library staff.

NATURE AND SCOPE

The Dean of Library Services ensures that the college community has the necessary library resources in support of the curriculum.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership, while working collaboratively with all constituencies, for the direction of Library Services programs and services.
2. Coordinates the development and implementation of planning for the staffing, operations, equipment, materials, and facilities needs of Library Services programs.
3. Provides leadership in the integrating Library Services plans into those of the College.
4. Participates in the selection of all De Anza Library Services managers and staff.
5. Supervises and evaluates all Library Services managers.
6. Provides leadership in the development, coordination, and implementation of Library Services Program Review, including qualitative as well as quantitative measures. Makes recommendations for program needs and ensures that they are ably represented before the Instructional Program Review Committee.
7. Defines the Library Services organizational structure, including the roles and relationships within it, in order to maximize the effectiveness of instructional support programs and services.
8. Encourages collaborative decision-making in the Library Services area.
9. Coordinates the evaluations of full-time and part-time Library Services faculty, including the responsibility for tenure review, regular annual evaluations, and Professional Achievement Awards.
10. Develops and oversees the Library Services budget of the College.
11. Encourages multi-directional communications both within Library Services and between other areas of the College and Library Services.
12. Serves on appropriate College and District committees, and chairs those when so designated.
13. Represents the College with distinction in appropriate community, state, regional, and national activities.
14. Assumes responsibility for all Library Services programs and services including Audiovisual Services, Library Services, Independent Study Program, Staff Development activities, and the Television Center.

15. Performs other related duties as assigned by the President and/or Vice President of Instruction.

EMPLOYMENT STANDARDS

Knowledge of:

1. Faculty and classified hiring and evaluation procedures.
2. Faculty Association and the SEIU contracts.
3. Procedures related to the use of HRS, FRS, and SIS systems.
5. College Educational master plan.
6. Accreditation standards related to community college libraries.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effective and persuasively; relate well with staff and students.

Education and Experience:

1. Master's degree in library or information science; or the equivalent.
2. Two year's of administrative experience, formal training, internship or leadership in an area related to Library Services.

Date Approved:
Range: I
EEO-Category: H-10