

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, LIBRARY

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Library; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Academic Affairs and perform other related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Provide leadership and direction and assume full management responsibility for Library services and activities, including Learning Resource Centers. E
- b. Manage the development and implementation of the Library's goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E
- c. Maintain, improve, and update educational technology across the campus. E
- d. Continuously monitor and evaluate the efficiency and effectiveness of the Library service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. E
- e. Represent the Library to other District divisions, elected officials and outside agencies; explain and interpret the Library programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E
- f. Select, train, motivate, counsel, and evaluate the Library personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E
- g. Plan, direct, and coordinate the Library's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E
- h. Manage and participate in the development and administration of the Library and Instruction. E

- i. Support Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. E
- j. Supervise and manage staff, operations, and functions of the Learning Resource Centers. E
- k. Coordinate the Library activities with those of other divisions, outside agencies, and organizations. E
- l. Provide staff assistance to the President and District Board; prepare and present staff reports and other necessary correspondence. E
- m. Conduct a variety of organizational studies, research, investigations, and operational studies; recommend modifications to the Library programs, policies, and procedures as appropriate. E
- n. Plan, organize, direct, and supervise the college library. E
- o. Oversight of temporary sign production areas and electronic billboard announcements of the campus. E
- p. Provides oversight for SLO processes and compliance. E
- q. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E
- r. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E
- s. Develop plans and procedures for student and academic services guidelines. E
- t. Maintain communications within the College, with other colleges and universities, community, and public agencies. E
- u. Establish and coordinate advisory committees for the Library and Division programs, ensuring representation and expertise from the community. E
- v. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E
- w. Promote creativity and innovation in the development and delivery of the Library programs. E

- x. Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations. E
- y. Develop, implement, and update a personal professional development plan. E
- z. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction. E
- aa. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- bb. Use a database and variety of computer software to set up and track community and student demographics, recruitment, retention strategies and outcomes, and enrollment innovations. E
- cc. Respond to and resolve difficult and sensitive inquiries and complaints. E
- dd. Administer applicable collective bargaining agreements. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Operational characteristics, services, and activities of the Library and Student Learning Support programs.
- Organizational and management practices as applied to the analysis and evaluation of the Library programs, policies, and operational needs.
- Modern and complex principles and practices of the Library program development and administration.
- Library management, and accounting principles and concepts. Scheduling policies and procedures.
- Pedagogical techniques and trends.
- Community needs and resources as related to classes and subjects.
- Enrollment Management.
- Database applications.
- Principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections

of the California Education Code.

- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Library.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Manage, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of the Library program goals.
- Research, analyze, and evaluate new Library program service delivery methods, procedures, and techniques.
- Prepare and administer the Library program budgets.
- Prepare clear and concise Library program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Library programs and functions.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

TRAINING:

- Master's degree from an accredited college or university.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 55

Revised Date: February 16, 2006, April 10, 2009, February 22, 2010 (Title Only), September 27, 2018

Effective Date: May 11, 2005, November 9, 2016

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functions of the position. We have indicated those duties with an E on the job description.