



Bluefield State College

Job Vacancy Announcement

Director of Library Services

(Full-time position anticipated to begin January, 2021)

POSITION TITLE: Director of Library Services

JVA#: 2020-24

DEPARTMENT: Library Services

POSITION SUMMARY: Reporting to the Provost and Vice President of Academic & Student Affairs, the **Director of Library Services** is responsible for developing and implementing the library and its community outreach goals, objectives and policies for Bluefield State College library operations. This position provides leadership to provide a multitude of robust educational resources for students, faculty, staff, as well as library services and resources for the benefit of the regional community. The Director identifies, establishes, and provides educational outreach and activities to educate local and regional educational, civic, social, and cultural groups of the library services which BSC can provide and to ascertain through such outreach suggestions for the future development of library services at BSC. Appointment is anticipated to begin in January, 2021.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES: Responsibilities include, but are not limited to:

- Provide a robust, state-of-the-art learning environment for students, faculty, staff and the community by offering a variety of library resources in formats suitable for class, group, operational, or individual needs. Examples include but are not limited to electronic, virtual resources for distance education, books, periodicals, and physical library resources. Work with college faculty and staff to determine learning resource needs. Identify community library services needs which can be met or enhanced by BSC's library in furtherance of BSC's Mission. Develop goals, objectives, operational changes, and procedures to effect such services. Oversee the timely and accurate processing, cataloguing and circulation of library resources. Identify resources for purchase and addition to the library collections. Ensure that reference services are available and circulation activities and other library functions are effectively performed during the hours of library operation, including evenings and weekends. Develop strategies to define and address BSC's library sciences future growth and innovation needs.
- Identify, establish and provide educational outreach and activities to educate local and regional educational, civic, social, and cultural groups of the library services which BSC can provide and

to ascertain through such outreach suggestions for the future development of library services at BSC (including presentations, speeches, and workshops). Develop and implement a calendar of programs, events and activities to cultivate student and community interest and engagement in BSC's library resources. Plan, market and execute library events, projects, activities and initiatives that significantly increase visibility of the College's academic, research, and service importance. Student and community engagement events and activities will be scheduled during normal business hours, and early mornings, evenings and weekends. This position serves as BSC library's ambassador to the community. As such, the Director's presence during scheduled library events and activities on-site and at community outreach events is an essential requirement that is critical for establishing meaningful community relationships.

- Manage and oversee the use and development of BSC's library for expanded informational services.
- Oversee operations of third-party vendors utilizing BSC's library services.
- Serve as a member of the Provost and Vice President of Academic & Student Affairs' leadership team, actively participating to collaboratively advance the goals and objectives of the reporting unit at large and the mission of BSC.
- Ensure optimal functioning of the integrated automation system; ensure appropriate preservation of essential data and records.
- Responsible for the compilation, preservation, cataloguing, and appropriate accessibility of college archives.
- Oversee the effective utilization of off-campus library sites.
- Collaborate with librarians from other institution of higher education on regional, statewide, and national initiatives, databases, repositories, and collections.
- Provide outreach to P-12 and community libraries relative to BSC's library resources.
- Host the "Big Blue Brew" coffee bar in the library and work closely with its proprietor during the hours the "Big Blue Brew" is open, including evenings and weekends.
- Host community group and organization meetings in the library when the library is open, including evenings and weekends.
- Manage the unit's fiscal and human resources effectively to accomplish department objectives. Perform duties within budget and in accordance with relevant policies, procedures and regulations. Supervise library staff, coordinate activities and scheduling, provide for professional development, training and technical support, address and resolve issues as may be appropriate.
- Using various communication mechanisms, effectively market the BSC library educational resources and community connectedness, including maintaining a vibrant webpage to showcase library services, events, activities, and educational tools/resources.
- Prepare federal, state and internal reports, memoranda, statistics, and studies of library services in an accurate and timely manner.
- Serve on college committees, as assigned.
- Participate in professional associations and meetings; maintain currency of knowledge of library science and operations best practices.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Master's Degree in Library Science from an American Library Association (ALA) accredited program. At least three years of academic library experience including supervision and/or management of a library or library unit/collection. Knowledge of the current concepts, principles, and practices needed to successfully operate an academic library. Understanding of library organization, including work in library collections. Strong leadership and analytical skills to define and achieve organizational objectives involving multiple interests and various constituents. Ability to provide excellent customer service to a diverse population in a professional and helpful manner. Knowledge of information technology resources supporting library services. Demonstrated skill in organization, leadership, and effective fiscal and human resource management. Knowledge of providing library services to off-campus sites. Ability to communicate effectively, verbally and in writing. Proficient computer skills. Attention to detail. Ability to meet the working hours of the position, to include early morning, evening and weekend hours, and at times, may involve overnight travel. Must maintain a valid State Driver's License.

PREFERRED QUALIFICATIONS: At least five years of experience advancing an academic library's educational resources, programs, services and positive impact. Proven library community outreach experience a plus.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: September 28, 2020

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Monday, October 12, 2020. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.