

DEAN OF LIBRARY AND INFORMATION TECHNOLOGY - MJC**DEFINITION**

Under general administrative direction plans, organizes, coordinates, administers and supervises multiple campus wide learning resource functions including the College's libraries, media services, technology services, distance learning and the Instructional Resources Center and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MJC Vice President of Instruction.

Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Provide leadership for library, media, distance learning and other faculty and staff development opportunities
- Provide leadership in the development and organization of College libraries, media services, technology services, and instructional resources and services.
- Facilitate development opportunities for faculty and staff in college libraries, media services, technology services, reprographics and the Instructional Resource Center
- Administer all functions and services of the campus libraries, include staffing, budget oversight, planning, collections maintenance and development, and maintain the library's electronic information environment.
- Direct, supervise, evaluate and provide leadership to personnel assigned to the division.
- Approve all purchases of equipment relating to computer acquisitions, distance learning systems, and provide documentation for categorical funding.
- Confer with instructional and administrative staff regarding needs and services; evaluate quality of services; and recommend changes in services, staffing and equipment.
- Develop programs to maximize access and use of instructional technology, and assist in the development of multiple instructional strategies across the curriculum.
- Develop long-range strategic plans.
- Participate in the development and updating of the College Technology Plan.
- Interpret and enforce policies and regulations governing media, software, copyright and intellectual property rights.
- Represent the division's interests at the college, the district and the community at large; participate in professional organizations and community involvement.
- Provide leadership in the development of grants and external funding.
- Perform other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current issues involving community college curriculum and instruction.
- All college services and programs.
- State and federal laws, codes and regulations affecting instructions and instructional programs.
- Principles and techniques of grant management, fiscal accountability and budgeting.
- Principles of management practice and leadership including effective human resource management;
- Principles and techniques of strategic planning and project management

Ability to:

- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Learn, use, and implement new technologies as tools for learning, teaching, administering, and generally improving the work area or scope of work.
- Communicate effectively with diverse constituencies, within and outside the district.
- Demonstrate strong interpersonal communication skills; network.
- Exercise sound judgment in the performance of duties.
- Motivate and deal with issues related to instruction and the needs of students and staff.
- Ability to have sensitivity to and interest in the academic success of community college students, faculty and staff.
- Understand the critical role of library and learning resources in a comprehensive community college setting.
- Foster collegial working environment and evidence of effective personnel and resource management; visionary, creative leadership with strong management skills.
- Demonstrate effective written and oral communication skills.
- Demonstrate a high degree of professionalism and integrity.
- Demonstrate commitment to community and campus activities.

Licenses and Certificates:

Possession of a valid California driver's license.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.

- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Equivalent to possession of an advanced degree in library, information services or related field.
- Experience: Minimum of 3 years of leadership experience reasonably related to this administrative assignment. Administrative experience preferred at the community college level.

Class Adopted: 03/01/09
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