

DIRECTOR OF THE LIBRARY AND LEARNING CENTER**DEFINITION**

Under the direction of the Dean of Instruction and Student Learning or designated administrator, the Director of the Library and Learning Center (L&LC) plans, oversees, and manages L&LC activities and operations, including budget management and all pertinent administrative and classified personnel actions. The Director works closely with deans, faculty, and staff from various schools and departments to increase student success and engagement in college-wide learning activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Instruction & Student Learning or designated administrator. Provides direct supervision to administrative and instructional staff and student employees. May coordinate and collaborate with faculty assigned to the L&LC.

ESSENTIAL DUTIES

- Plan, direct, manage, and assess the activities and operations of the L&LC, including the Library's materials, technology, models, and other resources available through Circulation, and the Learning Center's general tutoring, embedded tutoring, online tutoring, and computer labs
- Direct, supervise, and evaluate assigned classified professionals
- Monitor and balance workloads to ensure alignment between job duties and job classification
- Provide leadership in establishing effective working relationships and communication across campuses, ensuring high productivity and a positive team environment, while encouraging initiative and creativity
- Collaborate and coordinate with full-time and part-time faculty assigned to the L&LC
- Monitor assigned budgets for the L&LC
- Provide a comprehensive Tutor Training program, including curriculum development and instruction; may teach Tutor Training classes
- Recommend high-impact, research-based practices in response to State and national trends in higher education
- Manage data systems that collect apportionment; coordinate with the Institutional Researcher to develop data analysis reports
- Provide leadership through program review and strategic planning processes
- Attend appropriate conferences, workshops, and trainings
- Recommend and assign professional development opportunities for classified professionals
- Develop and maintain internal and external relationships; participate in meetings, committees, and task forces representing the L&LC and advocating for its services
- Other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Master's degree in a discipline taught at the college or a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.
- **Experience:** One year of experience in a tutoring or teaching position, preferably within a community college setting.

Ability to:

- Provide library services
- Plan and develop budgets

Knowledge of:

- Methods and techniques of student instruction and tutoring
- Manage or directing a tutoring center
- Manage groups of employees
- Design and facilitating training for a diverse audience
- California Community College system

Desirable Qualifications

- Experience serving students in a higher education setting
- At least two years of experience supervising and directing the work of subordinate staff
- Knowledge of methods and techniques of student instruction and tutoring
- Able to work with individuals from diverse backgrounds and academic abilities Enthusiasm for the learning process
- Vision and energy to plan and organize programs to enhance student success
- Demonstrated interpersonal skills and ability to listen patiently and effectively while maintaining professional boundaries and exercising managerial discretion in order to build positive relationships with students, staff, administrators, and faculty
- Experience leading teams through organizational change, leadership transitions, or periods of restructuring with an emphasis on trust-building and staff engagement
- Experience effectively supervising and supporting classified professionals within a collective bargaining and shared-governance community college environment
- Experience administering or coordinating services across multiple locations
- Bilingual

LICENSES AND CERTIFICATES

- Possession of a valid California Motor Vehicle Operator'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 public contact; frequent deadlines and time-limited assignments.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

TYPICAL WORKING CONDITIONS

- Work is generally performed in the East and West Campus Library & Learning Centers
- Work may require evening and weekend hours

Class Adopted: 7/1/2021

Class Amended: