



Savannah State University Position Description –

POSITION DESCRIPTION

Position Title: Director of University Library Services

FLSA Status: Exempt

Reports to: Vice President for Academic Affairs

Department: Academic Affairs/ Library Services

Date April 2010

Prepared:

BASIC FUNCTION

The Director leads all Library departments—media service, distance learning and the archives – in its mission to meet the needs of the university, community, articulates a strategic vision, and serves as advocate for the Library within the university and larger community. This position carries faculty rank.

NATURE & SCOPE

The Director of University Library Services will formulate and implement the plans, goals and budget for the operation of the university library, audio-visual/media services, distance learning, and the archives, and provide educational support and programs for students, faculty and staff by the effective administration of the activities of the library.

PRINCIPAL ACCOUNTABILITIES

- Works with library and department heads, as well as external sources, to identify, evaluate and implement programs that improve services and facilities, enhance the quality of resources and increase operational efficiency within the library.
- Provide support for distance education programs.
- Recruits, retains, and leads high-quality faculty and staff.
- Fosters professionalism, diversity and a positive work/learning environment and creates an environment which supports professional advancement.
- Acts as an advocate for the library and its faculty and staff.
- Recommends personnel and annual salary increase actions in accordance with the provisions of the University System of Georgia.
- Enforces policies and regulations adopted by the offices of the President and University Vice President, the Faculty Senate, and the University System of Georgia.
- Cultivates external relations and fundraising opportunities with public and private sectors in support of the University Library programs.
- Represents and promotes the University Library, formally and informally, to the University, community and the world.
- Participates actively in local, state and national library organizations.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires:

- Doctorate or Master's degree from an ALA accredited program.
- At least five years of current, administrative experience as a director, deputy director, or head



Savannah State University Position Description –

- of a large academic library.
- Excellent communication skills.
- Ability to maintain effective relationships with university administrators, faculty, staff, students, and the extended community.
- Evidence of scholarly and professional achievement
- Effective, visionary leadership
- Experience in educational media, instructional technology, automated systems, distance learning, and library media.
- Knowledge in technical services, reference, audio visual, periodicals and conservation.