



REID STATE TECHNICAL COLLEGE

"The College That Works"

POSITION ANNOUNCEMENT/INTENT TO EMPLOY (posted November 1, 2016)

Position: Director of Library Services

Required Qualifications

1. Master of Library Science (MLS/MLIS) or equivalent degree from an American Libraries Association accredited graduate school with college librarianship course required.
2. Three years' experience in a two year college, college, or university setting, preferred.
3. Two years' experience supervising library personnel, preferred.
4. Demonstrated experience with the SACSCOC accreditation process.
5. Evidence of participation in professional library associations.
6. Demonstrated experience working with an integrated online library system, specifically circulation, reference, acquisitions, and/or cataloging.
7. Hands on experience managing and troubleshooting a computer network.

Duties & Responsibilities

1. Develop, plan, implement, and evaluate long-range objectives for the library operations.
2. Train, supervise, and evaluate circulation and reference staff to include work study students.
3. Manage and troubleshoot the library computers.
4. Market and promote usage of library resources to faculty and students.
5. Manage the approved budget and maintain records.
6. Develop and teach library instruction.
7. Provide personal assistance to library users.
8. Conduct user evaluations fall and spring semesters.
9. Develop and update regularly library guides and informational handouts.
10. Develop content for library website.
11. Compile and provide user statistics.
12. Develop the library collection by seeking input from faculty and by consulting trade journals in the various disciplines of the curriculum.
13. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
14. Other duties as assigned.

Salary Commensurate with education and experience according to State Salary Schedule D1.

Anticipated Employment Period – January 3, 2017

Application Deadline – November 22, 2016 @ 10:00 a.m.

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- A current resume
- Copy of unofficial or official college transcripts. (Transcripts must confirm applicant meets educational requirements.)
- Three (3) signed letters of references (not more than one year old; no computer generated signatures).
- Written verification of minimum, required work experience from a current or previous employer. Verification must include employment dates, job title, indicate if the employment was full-time or part-time, and be on official letterhead with an authorized signature.

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Reid State Technical College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.