



LAWSON STATE COMMUNITY COLLEGE
invites applications for the position of:

Director of Library and Media Services

SALARY: \$39,600.00 - \$77,432.00 Annually

OPENING DATE: 02/14/18

CLOSING DATE: 02/28/18 05:00 PM

THE POSITION:

The Director of Library and Media Services coordinates and implements the day-to-day operations of the College's comprehensive library program which supports the mission and goals of the college and the needs of its administrators, faculty, staff, and students.

Salary Schedule Placement:

Appropriate placement on Salary Schedule D1 based on education and years of applicable experience.

\$39,600-\$77,432 (9 months)

\$11,051-\$23,947 (3 months)

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1. Provide a quality collection of materials in a variety of formats that meet the needs of the faculty, staff and students.
2. Provide supervision and leadership for library staff, including, planning, training, implementing, and evaluating both operations and staff in accordance with sound educational practice and accrediting agency requirements.
3. Provide complex, technical library operations; including acquisitions, accounting, cataloging, processing, withdrawals of materials, management of Internet resources and related areas requiring technical expertise.
4. Serve in a leadership position to develop and implement the library's mission goals and objectives.
5. Develop a policy for acquisitions of library materials and equipment.
6. Keep faculty, administrative staff, and students informed of acquisitions through bulletins listing new holdings.
7. Instruct faculty in the effective use of library services and facilities.
8. Recommend appointment and evaluation of staff members for the library.
9. Develop and conduct in-service training programs and workshops.
10. Assist in the development of the library budget.
11. Participate in professional organizations and activities; serve on faculty and college-wide committees.
12. Assure the library environment is pleasant with resources and services that are easily accessible.
13. Encourage staff development by providing opportunity for staff to attend job related workshops and conferences.
14. Provide an annual report of library services, circulation, goals and activities to the Vice President.

MINIMUM QUALIFICATIONS:

- Master's Degree with a minimum of 18 graduate hours in library science
- At least two years' full-time experience working as a Library Director at the secondary or postsecondary level

Other Qualifications:

- Ability to establish and maintain effective working relationships with the college's faculty, staff, and students
- Ability to effectively communicate (orally and in writing) with faculty, staff, students, and the public
- Ability to work flexible evenings, weekend and days
- Ability to travel
- Demonstrated understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic, and disability background of the student and community population

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Application Procedure:

Applicants may apply at www.lawsonstate.edu or by contacting the Office of Human Resources at 205-929-3408 or hr@lawsonstate.edu. All application materials will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. Only applications received during the period of this announcement will be considered. No previous application files will be transferred for consideration of this position.

A complete application packet consists of:

1. A signed cover letter of application relevant to the position
2. Online application
3. A current resume
4. A copy of all postsecondary transcripts identifying the applicant, institution, and date degree conferred. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

Before an offer is made, the applicant must provide the following:

Employment verification letter(s) from a current or previous employer detailing all relevant experience. Employment verification letters must include employment dates and job title and be on official letterhead with an authorized personnel signature. Work experience verification from a current employer may be delayed until an official offer of employment has been made. Applicants must submit a written request to delay submission of work experience verification from a current employer.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

EEOC, E-VERIFY, AND BACKGROUND CHECK STATEMENTS:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

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.

Lawson State Community College will make reasonable accommodations for qualified disabled applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Lawson State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirm an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Lawson State Community College is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lawsonstate.edu>

Position #00038
DIRECTOR OF LIBRARY AND MEDIA SERVICES
CC

3060 Wilson Road SW
Birmingham, AL 35221
(205) 929-3408

humanresources@lawsonstate.edu

Director of Library and Media Services Supplemental Questionnaire

* 1. Do you have a Master's degree with a minimum of 18 graduate hours in library science?

Yes No

* 2. Do you have at least two years' full-time experience working as a Library Director at the secondary or postsecondary level?

Yes No

* Required Question