

# GORDON COLLEGE

## *Position Description*

### **Title: Director of Library Services**

**Function:** Working over 12 months under the supervision of the Dean of Academic Services and Registrar, the Director of Library Services is the chief administrator of Jenks Library and a member of the College faculty. The Director provides leadership and vision for the library's resources, facilities, personnel, and services, ensuring excellence in supporting faculty teaching and student success.

### **Description of Duties and Tasks:**

#### **Essential Responsibilities:**

- Lead planning, development, and delivery of high-quality library services accessible to all undergraduate and graduate students while staying current with changes impacting the College and library operations, ensuring excellence in supporting student success, faculty teaching, curricular innovation, and the College's strategic plan.
- Establish review, assessment, and improvement processes for library programs, resources, and services that evolve with diverse student needs and expectations.
- Recruit, assign, evaluate, and train librarians and library staff to ensure effectiveness and collaboration; identify and facilitate professional development opportunities.
- Partner with directors of academic and student support services to leverage institutional strengths and expand opportunities to address student needs.
- Collaborate with faculty and academic programs to support curriculum development, instructional design, information literacy, and integrative learning initiatives; provide guidance on research, library resources, and pedagogical strategies that enhance student learning outcomes across the College. Serve as a member of the Academic Programs Committee, contributing both library and pedagogical expertise to curricular planning, review, and approval processes.
- Manage library operations, collections, facilities, and personnel with a focus on improvement within established budgetary parameters.
- Ensure that the library remains current with changes in technology, communication, instruction, outreach, and information storage and delivery.
- Continually review and optimize the use of library space, including study areas, collections, and classroom usage, to anticipate and address user needs. Coordinate with campus departments to plan maintenance and improvements to library facilities and furnishings.
- Prepare and recommend budgets based on current needs and operational requirements; ensure all operations are conducted within approved budget parameters.
- Provide oversight of library Access Services functions, including circulation, reserves, interlibrary loan, and stack maintenance, through supervision of relevant personnel and coordination of policy and procedure development.

- Oversee collection development activities including selection and maintenance of materials in all formats; maintain current knowledge of review sources, trends, and patron requests; provide guidance to library faculty and staff regarding specific collections.
- Oversee the college archivist in compilation, preservation, cataloging, and accessibility of College archives, supporting the historical and research needs of the College.
- Serve as the library's primary liaison with the NOBLE library consortium and the Massachusetts Library System (MLS).
- Prepare required and requested reports including Board and accreditation documentation.
- Serve as the principal representative of the library to internal and external stakeholders; represent the library and College at meetings, conferences, and community events to expand partnerships and maintain awareness of current trends and evolving library roles in higher education.
- Participate in appropriate college committees and task forces as assigned.
- Perform other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Master's degree in Library and/or Information Science from an ALA-accredited program required; earned doctorate required.
2. A minimum of seven years of progressively responsible professional librarian experience, with demonstrated leadership and management in a college or university library setting.
3. Experience overseeing library technology systems, including integrated library systems and other digital platforms.
4. Ability to leverage new technologies to develop a vision and new strategies to support changing student needs.
5. Strong collaborative abilities and effective oral and written communication, including professional phone and email etiquette, with experience meeting diverse stakeholder needs.
6. Demonstrated understanding of program and service trends that support academic success.
7. Demonstrated budget management and effective resource stewardship.

Position Code: LIB-DR-1

Grade: 10

FLSA Status: Exempt

Hiring Salary: \$85,000 - \$95,000

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.