



## MESALANDS COMMUNITY COLLEGE POSITION ANNOUNCEMENT

<b>POSITION:</b> Full - Time	<b>Library Director</b>
<b>APPLICATION DEADLINE:</b>	<b>When position is filled</b>
<b>AVAILABLE:</b>	<b>Now</b>
<b>ANNUAL SALARY RANGE:</b>	<b>Dependent upon education and experience; salary competitive</b>

The Library Director at Mesalands Community College works under the general direction and reports directly to the Vice President of Academic Affairs. The Library Director is responsible for supervising and managing all services and operations of the Library as well as Media services.

**Essential Functions. The employee is responsible for the following:**

- Directs, supervises and manages all library operations to include hiring, as well as training, assigning work and evaluating job performance.
- Maintains knowledge of all materials necessary for operation.
- Prepares and manages the Library budget and performs fiscal control activities, including approving and evaluating all library expenditures.
- Develops, implements and evaluates policies and procedures for the Library.
- Develops and implements campus-wide and online information literacy initiatives.
- Develops and implements computer systems/services.
- Evaluates and recommends purchase of materials for general and special collections.
- Ensures that the information needs of students, faculty, and community are met by providing quality library services and a current collection of library materials.
- Provides reference services, assists patrons and visitors in locating appropriate materials and services.
- Participates in area and state-wide committees related to libraries
- Meets with and chairs the Library Advisory Committee.
- Resolves all problems related to any aspect of library and media services.
- Performs other duties as assigned.

**Assists Central Services:**

- Receives the College mail and distributes to each mailbox
- Assigns a mailbox to each employee

Collects outgoing mail to be processed and taken to the Post Office each day  
Keeps a fax log and records incoming/outgoing faxes  
Maintains copy machines and paper supply for employee use  
Sends a monthly report to the Business Office of employee accounts  
Does copying and binding for the College employees

### **Qualifications**

Master's degree in Library Science required, preferably from an ALA-accredited program. Preferred: community college degree or experience. Experience in working with online resources in Library environment required. The successful candidate will have a high energy level and commitment to the community college philosophy.

#### **Language skills:**

Ability to communicate effectively both orally and in writing. Knowledge regarding media, familiarity with professional standards, administrative skills, including personnel and budget, excellent organizational skills, flexible schedule, ability to deal with the public, often in stressful situations. Ability to effectively present information to individuals and groups from within Mesalands Community College and out in the community.

#### **Mathematical skills:**

Ability to perform mathematical functions related to budgets and expenditures. Computer skills to include on-line and electronic library systems, databases, networks and integrated systems.

#### **Reasoning ability:**

Ability to solve practical problems and deal with a variety of situations.

#### **Computer skills:**

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors. Travel required. The environment is demanding and often fast-paced

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

Mesalands Community College reserves the right to cancel, change, or close any advertised position at any time. The decision to do so will be based upon the needs of the College and the final determination will rest with the President.

## **HOW TO APPLY**

Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you **MUST** include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In **addition** to a completed, signed, and dated Mesalands Community College application (available online at [www.mesalands.edu](http://www.mesalands.edu)) the following must be provided:

- Resume
- Transcripts of all college work (**Copies should only be submitted at time of application.** Official transcripts will be required prior to job offer)
- Three (3) professional references.
- Cover letter
- Copy of current driver's license

**Applications should be mailed or delivered to:**

Attn: Human Resources  
Mesalands Community College  
911 S. Tenth Street  
Tucumcari, NM 88401

**Employment preference will be given to qualified veterans.**