Position Title: Library Director  
Department: Staley Library  
Supervisor: Provost  

Position Summary:  
Responsible for the effective functioning of all Library services, resources, and staff. As a University faculty member, participates in curricular and other academic matters. Integrates Library services with the University's mission, strategic planning, and educational objectives. Faculty rank (not tenure track).

Position Responsibilities:

- Lead the short- and long-range planning activities for the library, including new or changed services and budgetary needs. Coordinate this planning with the University's annual and long-range planning efforts.
- Manage Library operations, including book and journal collections, information technology, reference and library instruction, budget and facilities, through initiative, coordination and delegation.
- Coordinate and supervise the work of the Library staff, primarily through delegation.
- Directly supervise the four librarians, including developing, monitoring, evaluating, re-directing, mentoring for growth, and recommending for reappointment and promotion. The librarians in turn coordinate public, technical, and instruction services respectively.
- With the four librarians, with academic faculty and departments, as well as with print and technology vendors, assure optimal materials (book, journal, database, etc.) selection, development and maintenance. Keep current with relevant review literature to recommend appropriate library materials. With the Office Manager, monitor and maximize the use of the materials budget.
- In collaboration with the librarians, work with academic faculty and others to assure optimal reference services as well as student library orientation and research instruction.
- Through negotiations with other library professionals and agencies regionally and nationally, expand library resource access for students, faculty and staff throughout Illinois and the world, through cooperative and technological means.
- Maintain awareness of trends in higher education, in the University's curriculum growth, and other changes which may indicate new or changed Library collections and services.
- Participate in the University's academic and technology planning and implementation. Serve on the Academic Council and on the Instructional Technology Advisory Committee (ITAC). Serve on other University Committees as appointed. Support the work of the Provost, as appropriate.
- Provide one on one library research assistance to library users as needed, including some weekend rotations (approx. three times/semester).
- Maintain current awareness of emerging information and library technologies, keeping in mind their possible application to Staley Library services.
As a Millikin faculty member, participate in faculty governance including attending faculty meetings as well as service to select councils and committees.

As a member of the library profession, participate in regional and/or national library associations through keeping up with the literature, attending conferences and workshops, and other activities as appropriate. Professional writing and presentations encouraged and noted, but not required.

Actively support Library colleagues, Library service goals, and University mission.

**Requirements:**

- Master’s Degree in Library Science (MLS or comparable) from an ALA accredited institution.
- At least ten years of increasingly responsible academic library experience, including significant library management responsibilities and interactions with higher education faculties.
- Familiarity with use and management of computerized library resources, including the World Wide Web.
- Affinity for inter-library cooperation and collaboration.
- Enthusiasm, flexibility, a sense of adventure, and willingness to learn and to pitch in are musts.
- Effective interpersonal, collegial, verbal (including presentation and teaching) and written skills important; service commitment essential; ability to work well both independently and as part of a team; comfort with details and change.
- Record of service to library profession.

**Date of position description:** November 12, 2001. Updated August 2014.