

Position: Library Director

Reports to: Provost

Position Summary:

Administrative oversight of the library and its employees.

Minimum Qualifications:

1. Master's degree in library/information science from an American Library Association accredited library program.
2. Prior job experience with library management.
3. Excellent leadership and managerial skills and the capacity to supervise and lead a library team.
4. Effective verbal and written communication skills.

Responsibilities:

- ┌ Administer all library services, including on-campus and remote access reference services.
- ┌ Collect and report data on library service for internal, state and national reports.
- ┌ Ensure integrity of the library's collection through the approval of acquisition and de-acquisition of materials in support of all academic and technical programs.
- ┌ Manage the library staff.
- ┌ Ensure the effective cooperation of the library with other departments on campus.
- ┌ Seek alternative funding (grants, donations) to supplement budget in support of the Conservatory mission.
- ┌ Develop and administer the annual library budget.
- ┌ Perform any other duties as assigned by the Provost.