



Trinity Valley Community College

Job Description

Director of Learning Resources

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Works cooperatively with the students, faculty, vice president for instruction, and other administrators; Assists division chairpersons in the establishment of an interdisciplinary team development of instruction.

REPORTS TO:

Vice President of Instruction

SUPERVISES:

Learning Resources department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree in Library Science, Information Science, or equivalent.

PREFERRED:

EXPERIENCE REQUIRED:

Five (5) years' work experience in a library setting, preferably in an academic library. A working knowledge and experience with using a multi-faceted library automation system to serve multiple sites; preferably with a Sirsi/Dynix system. Knowledge of and experience with using technology in an academic library setting; demonstrated supervisory skills;

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

Instructional experience in an educational institution; an understanding of the teaching and learning process preferred.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Bookkeeping
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Advertising/Marketing practices
- Website design

All TVCC positions are security sensitive and require a criminal background check.



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Coordinate the functions of all learning resource centers for TVCC.
- Determine, organize, and direct all learning resource policies, procedures, and the strategic planning for all TVCC learning resource centers.
- Plan, organize, and develop a learning resources program for the College.
- Supervise the learning resources center program.
- Administer the acquisition, cataloging, storage, maintenance, and distribution of learning resources materials and equipment for the support of educational objectives of the College.
- Determine and evaluate budgetary requirements for the total learning resources center program and make recommendations to the vice president.
- Administer the adopted budget for the learning resources center.
- Verify invoices and authorize for payment. Maintain departmental budget control records. Initiate correspondence as necessary.
- Administer the organization of an information dissemination program for the purpose of advising faculty, staff, students, and administrators of learning materials and equipment available or attainable for their use.
- Integrate and coordinate library resources with the total College program by serving on committees deemed necessary by the vice president.
- Research and answer questions related to grants
- Answer phones for all of TVCC
- Assist with the development and acquisition of OER materials
- Serve as designated copyright agent
- Keep abreast of current developments in instruction at other institutions for the purpose of encouraging and supporting new instructional approaches among the faculty. (Workshops, regular course work, and professional meetings.)
- Assume special responsibilities on assignment from the vice president of instruction.
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision.

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- Organizing workflow and ensuring that employees understand their duties or delegated tasks.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|--|---|
| <ul style="list-style-type: none"> Standard office equipment Personal computer and peripherals Calculator Multi-line phone system Copier Fax machine | <ul style="list-style-type: none"> School car Seat belts Cellular phone Small hand tools Instructional equipment |
|--|---|

PHYSICAL DEMANDS:

- Requires: Reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, repetitive motions, sedentary work, and computer work.
- Subject to: Stooping, light work, and medium work.
- May need: Crouching
- Occasionally need to: Climbing, kneeling, crawling, and heavy work.

MENTAL DEMANDS:

- Atmospheric conditions; more than 50% of the time
- Hazardous materials: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress Less than 25% of the time
- Frequent interruptions more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/14/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1160
DBM:	D	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	25-4021	Employment Status:	Full-Time
Salary Grade:	275	Length:	12 Months
FUND:	001	TRS POS. CODE	01

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