

POSITION DESCRIPTION



POSITION: Director

DEPARTMENT: Library

SUPERVISOR: Vice-President of Academic Affairs

CONTRACT: 12 month/Salaried

DUTIES & RESPONSIBILITIES:

- Work with the institutional library committee in planning and development of library services; to act as a liaison for academic departments and faculty for the development of library resources sufficient to meet the curricular needs to the university's degree programs.
 - Supervise, instruct and assist with cataloguing of print materials, including training of staff in the use of the South Dakota Library Network database, EBSCO, Minitex, Lexis Nexis, and Eduserv.
 - Responsible for assisting in the development of policies and procedures governing departmental activities
 - Coordinate and control library budget and departmental expenditures; review and organize department and general acquisition requests, including those dealing with collection maintenance and book selections.
 - Make recommendation in hiring, discharging or suspending department personnel by proper administrative and contractual procedures; evaluate staff periodically; approve timesheets for departmental personnel including those assigned to the library under the university workstudy program.
 - Prepare yearly reports to the Board of Regents outlining goals and accomplishments, including financial and statistical data.
 - Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.
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QUALIFICATIONS: Responsible person with a Master Degree in Library Science and at least one year of professional library experience. Must have experience in library administration, a working knowledge of all aspects of library management, effective oral and written skills and demonstrated organizational ability. Must have supervisory skills and experience. Must have computer skills. Will consider applicant with a Bachelor's Degree in Library Science and at least one year experience.