



WALLACE STATE HANCEVILLE

Vacancy Announcement Search Extended

DATE: 9/21/09

POSITION: Head Librarian

REPORTS TO: Vice President for Learning

The Head Librarian is responsible for the development, implementation and direction of library and learning resources programs and services at all campuses/instructional sites, including the Distance Education Program, to meet the scholarly and intellectual needs of students, faculty and the community.

MINIMUM QUALIFICATIONS:

- Master's degree with a concentration in librarianship, library studies, media studies, library or information sciences (a minimum of 18 graduate semester hours in library-related courses) **required**; Master's degree from an ALA-accredited program in librarianship, library studies, media studies, library or information science **preferred**
- Minimum of 3 years experience in an academic library at a postsecondary institution **required**
- Minimum of 3 years experience in supervising a broad area of academic library services (e.g., public services, technical services, library instruction, etc.) **required**
- Minimum of 3 years experience working with a library computerized management system **required**

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

1. Develops and evaluates continuously the philosophy and goals of the library
2. Plans and administers all programs and services of the library at all campuses/instructional sites, including those in support of distance education
3. Evaluates the library collections and develops policies and procedures for effective collection development, including those which support distance education courses
4. Supervises and evaluates professional and support personnel
5. Establishes and maintains communications among library personnel and the faculty and administration
6. Prepares and administers the budget for the purchase, processing and maintenance of print and non-print materials, including electronic and online resources, and equipment at all campuses and instructional sites
7. Prepares and submits appropriate college reports and documents relative to the library
8. Serves as cataloger/acquisitions librarian as appropriate
9. Plans and develops library instruction programs for students and faculty
10. Report problems which arise concerning the physical facilities
11. Manage electronic information systems in the library

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12. Serves on college committees
13. Attends state and national meetings relating directly to the library and maintains currency in the areas of responsibility
14. Establishes and maintains cooperative working relationships with other institutions, librarians and media specialists
15. Reports newsworthy activities relative to the library for appropriate publicity. Publishes reports, lists, and newsletters to keep faculty and staff informed about new materials, programs and services
16. Hosts and assists community groups with art show and other college-related events
17. Perform other duties as assigned by the Dean, Vice President and the President

SALARY: Appropriate placement on State Salary Schedule D1 (\$38,077-\$74,454) of the Alabama Department of Postsecondary Education Salary Schedule.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

**RETURN PACKETS TO: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295**

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m. CST, November 2, 2009.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, all college transcripts (unofficial accepted), three current professional letters of recommendation and (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or

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age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.