PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director               SALARY LEVEL: 
DEPT: Learning Resources Center JOB CODE: 
CLASS: Administration FLSA STATUS: Exempt 

RETIREEMENT ELIGIBILITY: ORP/TRS

PURPOSE:

REPORTS TO: Vice President of Academic Studies 

SUPERVISES: Off Campus Librarian 
Supervisor, Library Services 
Clerk A, Library Services 
Clerk A, Night Clerk 
Student assistants 

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities 

Education, Experience, and Licensure 

1. Master's degree in Library Science or related field. 

2. Supervisory experience. 

MAJOR JOB RESPONSIBILITIES

Essential Job Functions 

1. Selects materials for the collection as well as assists faculty with the collection development in their fields of expertise. 

2. Supervises the acquisition of materials, equipment, etc. 

3. Formulates Learning Resources Center department policies and procedures in interpretation and execution of college policy. 

4. Plans the budget for Paris Junior College, Greenville Center, and Sulphur Springs Center and oversees its usage. 

5. Reviews and evaluates materials for the collection, equipment and electronic research tools.

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6. Supervises the selection, maintenance, and inventory of instructional equipment including PC’s and peripherals.

7. Supervises collection development at the off campus centers.

8. Supervises the planning and operation of the libraries at Greenville Center and Sulphur Springs Center.

9. Develops and delivers bibliographic instruction and supervises the presentations at the off campus centers.

10. Administers, plans, and delivers an open line of communication with students, faculty, staff, and community.

11. Administers, plans, and develops computer services at all sites.


13. Administers the maintenance of the Mike Rheudasil Learning Center.

14. Plans, develops, and administers an evaluation of the library collection every two years that includes a shelf-list inventory at all sites.

15. Serves on committees as requested.

16. Supervises the programming and delivery of teleconferences at all sites.

17. Plans, develops, implements, and supervises support for distance education.

18. Performs other duties as assigned by the Vice President of Academic Studies.

19. Supervises and coordinates duties of area personnel.

20. Assists in the recruitment, employment, and orientation of staff.

21. Responsible for ensuring diversity efforts within area of supervision.

22. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.

23. Recommends disciplinary action of personnel.

24. Reports or approves absences of personnel.

25. Provides opportunities for staff development aimed at increasing professionalism.
26. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

27. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

28. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

29. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

1. This position is security-sensitive.

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________
Employee Printed Name

_______________________________________________
Employee Signature                               Date

_______________________________________________
Human Resources Signature                        Date

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