Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director for Library Services</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Medical Education</td>
</tr>
<tr>
<td>Date:</td>
<td>March 10, 2020</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
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<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
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<td>Employee Category:</td>
<td>Administrative Staff</td>
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<tr>
<td>Work Schedule:</td>
<td>M-F, 8a – 5p</td>
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<td>Reports to:</td>
<td>Associate Dean for Medical Education</td>
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<tr>
<td>Percent Employment</td>
<td>100%</td>
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<tr>
<td>Supervises:</td>
<td>Library Associate, Library Assistant</td>
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I. **Job Summary:**
The Director for Library Services will oversee the daily operations of the Library at the VCOM-Louisiana Campus. Responsibilities include oversight and management of reference and technical services, both for a small print collection and a growing virtual library. Knowledge of print and electronic subscriptions and licenses, cataloging, acquisitions, processing and evaluation of use data is expected. Experience with digitization of information and web page development is desirable. The Director will have the opportunity to engage in the full range of library processes and services. The library staff works closely with administration and faculty colleagues to develop resources and services that meet the research and study needs of faculty, staff, and students on campus. The Director will have significant interaction with both students and faculty, and an amicable professional demeanor is essential.

II. **Job Duties:**

**Leadership**
1. Supervise, organize, and assist the Associate Dean for Medical Education in the planning and operations of the Library
2. Serve as an active member of the VCOM’s Library Committee
3. Serve as a principal investigator where appropriate for educational research when mutually agreed upon with the Associate Dean for Medical Education, Dean for Louisiana Campus and the President/Provost
4. Participate in faculty development and faculty meetings
5. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog, and VCOM’s Policies and Procedures
6. Submit an annual Faculty Activity Report
7. Attend all library committee meetings and serve as the coordinator, chair and recorder for the committee
8. Provide regular reports to the Associate Dean for Medical Education as needed
9. Perform other duties as assigned.

**Program Planning and Management**
1. Assist the Associate Dean for Medical Education with development of the library budget
2. Develop the electronic library and the access to this library within the constraints of the college and the constraints of the product licensing agencies
3. Acquire and obtain knowledge of all accreditation requirements with osteopathic
medical college libraries
4. Acquire and formally catalog all primary texts and collections
5. Maintain knowledge of opportunities and seek funding for the development of the library through grants and development, where appropriate
6. Assist with the planning and development of CME related to library use
7. Work collaboratively with personnel from VCOM Virginia, Carolinas, and Auburn campuses.

Community Relations/Advocacy
1. Serve as liaison for VCOM with other libraries so to offer VCOM students increased offerings through shared resources
2. Serve as a liaison for VCOM with other osteopathic college libraries
3. Represent VCOM, its faculty and administration, and its students in a positive and productive manner to faculty, students, and in arenas outside VCOM, including the community served, and nationally

Instruction
1. Teach within the academic program regarding literature retrieval and research, library use and other topics according to the expertise through the development learning objectives and lecture materials, and individual mentoring when required
2. Obtain and maintain literacy in appropriate library fields

Campus Culture
VCOM is proud of its culture of respect for others and family approach. As such, the librarian must develop consciousness regarding principles of equality, respect, and individual and collective responsibility

III. Required Qualifications:
   • Education: Professional degree from an ALA-accredited library school or other appropriate degree or equivalent experience in one or more fields relevant to library services
   • Licensure or certification: N/A
   • Experience: Experience working in an institute of higher education desired

Skills required for this position include
   • Excellent interpersonal and communications skills
   • Strong team player
   • Commitment to company values
   • Proficiency in word processing and MS Office Suite
   • Ability to multitask and complete daily work with frequent interruptions
   • Experience with Scholar software, graphic skills, and web design preferred
   • The candidate shall be dependable and possess professional communication skills

Preferences are given to candidates who have worked in academic environments.
Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 0-5% of time. The noise level in the work environment is usually minimal.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

Employee Signature: ________________________________  Date: ______________________
Approvals:

Division Officer: ___________________________  Date: _________________

Dean: ___________________________  Date: _________________

President/Provost: ___________________________  Date: _________________