

**NORTH COUNTRY COMMUNITY COLLEGE**  
**23 Santanoni Avenue**  
**Saranac Lake, New York 12983**

**POSITION DESCRIPTION**  
**LIBRARY DIRECTOR**

**Job Title:** Library Director

**Job Status:** Full-time

**Department:** Library

**Supervisor:** Vice-President for Academic Affairs

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for a close academic and academic advising relationship with each student.

**General Job Description:** The Library Director oversees all operations of the College Library, which involves all three (3) campuses, and provides strategic vision, direction, and engaging leadership for the continued development and advancement of the library as a center of academic excellence. In concert with the library staff, students, faculty, program and department chairs and directors and the College Administration, the Library Director develops the collection, services, policies and access to resources to support students, faculty and the College mission and ensures that the library remains a vital and innovative resource for learning. The Library Director supervises the development, evaluation, and maintenance of the library's print and electronic collections and oversees and schedules library staff across all three (3) campuses. The Library Director also is responsible for preparing, monitoring and operating within the library budget.

The Library Director is expected to participate in College committee work facilitating the shared governance approach to the management of the College. The Library Director is a member of a collective bargaining unit and work under a collective bargaining agreement (CBA). The academic work year is 221 days.

This individual will be based on the Saranac Lake, New York campus with duties on all the College campuses.

**Major Duties and Responsibilities:**

1. Coordinate and supervise library staff and where necessary, hire, train and support new staff members for all three (3) College libraries.
2. Development and oversight responsibilities for a tri-campus library budget that includes:
  - a. developing an annual library budget and monitor it in ways that prudently use those resources to most effectively serve students and the faculty.
  - b. oversight of library resources that support the academic objectives of College programs of study. This support will include acquisitions (electronic, subscriptions, hard copies) and appropriate purging of the collection.
  - c. ordering appropriate supplies, reference materials and the like in a timely and economically sound fashion, balancing the needs of students with fiscal constraints.
3. Continually work to refine library collections that meet program objectives and larger intellectual interests in a fiscally appropriate manner through regular collaboration with faculty and professional staff.
4. Oversee all cataloguing, acquisitions, circulation and inter-library loan activities for the three (3) campus libraries.
5. Develop and deliver training for faculty and students on areas such as information literacy, library resources, access, research and other as well as serve as a resource for students, faculty and staff who may be unaware of that role.
6. Maintain the Library website including regular updating of links and access for students and the faculty.
7. Serve on College committees and participate in College Governance.
8. Contribute and participate in outside activities to help promote goodwill and service.
9. Develop with supervisor and maintain a professional growth plan.
10. Remain current and up-to-date in all areas of library and information science.
11. Conduct oneself in a professional manner promoting good relations with college employees, students, parents, local community members, jurisdictional representatives and visitors.
12. Maintain an awareness of and function within the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
13. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
14. Perform other duties as assigned by the Vice President for Academic Affairs or a College Officer.

**Principle Performance Requirements:**

1. Provide leadership, direction and oversight for all operations of the College Library including library staff and services.

2. Develop and tend to the library collection, services, policies and access to resources to support students, faculty and the College mission.
3. Preparing, monitor and operate within the library budget on an annual basis.
4. Participate in the life of the College including involvement in shared governance and other areas of service.
5. Effectively work with diverse groups across the College community.
6. Possess and exercise strong written and verbal communications skills as well as strong interpersonal skills.

**Qualifications for the Job:**

1. **Education:** Master's in Library Science (MLS) or equivalent degree required.
2. **Experience:** Three years of library experience, preferably in an academic library as well as experience with electronic resources, search and discovery tools, and library management systems is preferred.

**Key Competencies:**

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Attention to detail.
4. Instructional knowledge, skills, and abilities.
5. Knowledge of student advising.
6. Responsiveness, timeliness, and professionalism.

**Salary Information:**

Salary range is \$60,000-\$65,000/year and is based on experience and level of education.

**College Non-Discrimination Statement:**

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S.