

Executive Director of Library Services (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=149982>

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Posted Nov. 19, 2020, set to expire Mar. 18, 2021

<b>Job Title</b>	Executive Director of Library Services (Reg FT)
<b>Department</b>	Library & Learning Services
<b>Institution</b>	Community College of Allegheny County Pittsburgh, Pennsylvania
<b>Date Posted</b>	Nov. 19, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

Executive Director of Library Services (Reg FT)

Position Title: Executive Director of Library Services (Reg FT)

Department: Library & Learning Services

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than October 9, 2020. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with



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very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts, certain conditions or restrictions may apply.

Salary Grade: Admin 18 - \$76,955

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot: 5919

Job Open Date: 9/25/2020

Job Close Date:

**General Summary:** The Executive Director of Library Services will be passionate about student success and will provide visionary leadership to advance teaching and learning through the College's libraries, including strategic planning, assessment, resource development and personnel growth and development. The Executive Director will develop and maintain positive relationships and strategic partnerships with College constituencies across all locations as well as external organizations.

**Requirements:** Masters Degree (MLS or MLIS) from an ALA accredited institution required (second Masters Degree or Doctorate preferred); minimum five years of experience in academic libraries and learning services operations, community college experience preferred; experience with and proponent of relevant technologies, current and emerging; evidence of ability to work successfully with a broad variety of constituents, administrators, staff, and community-based groups with a strong commitment to students; ability to advocate for support of library and learning resource initiatives with energetic vision; experience in long-range planning, strategic planning and outcomes assessment; experience in a union environment and in a multi-site operation preferred.

**Duties:**

1. Provides leadership in the development of Library Services focused on facilitating student success in a diverse community.

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2. Advocates for the continuing development and promotion of the Library with college administration, staff, and external partners.
3. Oversees development and assessment of long range and strategic plans for Library Services in all locations, including online.
4. Identifies new technologies and innovations relevant to the Library Services objectives and collaborates with college administration and learning resource and library staff to shape future advancements.
5. Participates in the development, management, assessment and administration of Library annual planning and budgets.
6. Provides leadership to librarians and staff in resolving daily problems and meeting goals and objectives.
7. Champions access to and the use of Open Educational Resources.
8. Oversees the institution's archives and records retention system.
9. Develops, recommends, and implements standardized procedures for the Library.
10. Prepares relevant reports, studies, statistics, public relations materials and correspondence for the Library.
11. Serves as the college's compliance champion for copyright laws.
12. Coordinates the hiring of librarians and support staff.
13. Leads efforts to identify and pursue relevant grant opportunities.
14. Performs other duties as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available



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To view the full job posting and apply for this position, go to:

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Library & Learning Services  
Community College of Allegheny County

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