

Director, Library Services
Brazosport College

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Posted Feb. 14, 2025, set to expire Jun. 13, 2025

Job Title Director, Library Services
Department Library Services
Institution Brazosport College
Lake Jackson, Texas

Date Posted Feb. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Director, Library Services

Posting Number: 70925

Position Type: Administrative/Staff

FTE: Full-time

Department: Library Services

Job Summary/Basic Function:

The Director of Library Services provides leadership to the collection of physical and electronic resources to support the faculty, staff, and students of Brazosport College. The library provides

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oversight to the engagement of students in-person, synchronous, and asynchronous spaces.

- Reports to the Assistant Vice President of Academic Affairs.
- Researches, evaluates, recommends, and coordinates procurement of appropriate resources, equipment and systems related to library services.
- Directs all library activities.
- Coordinates the delivery of library services to students, faculty, and staff in both remote and in-person environments.
- Supervises library staff and conducts annual performance evaluations of the library staff.
- Serves as the campus copyright officer.
- Works with faculty to promote the use of Open Education Resources.
- Manages library budget and spending.
- Actively develops and administers the online library environment.
- Ensures library compliance with college, state and federal codes, guidelines, and policies related to accreditation standards, copyright and intellectual property rights, and ADA/sections 504 and 508.
- Support the Office of Institutional Effectiveness and Research by providing relevant data regarding library usage and completing annual assessment plans.
- Plans events and marketing strategies to promote the library services.
- Provides customer service to the campus community.
- Provides leadership to information literacy activities.
- Creates digital communities.
- Other duties as assigned.

Minimum Qualifications:

The minimum qualifications for this position are:

- Master's degree in Library Science.
- Five (5) years of library experience.
- Excellent organizational skills and detail-oriented work habits.
- Strong communication skills (oral and written),
- Demonstrated ability working with culturally diverse populations.
- Familiarity with industry related technologies
- Demonstrated ability to work collegially with others

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Desirable Qualifications:

Physical Demands:

Ability to traverse the library and campus, lifting, handling, pushing, pulling, fine dexterity, vision, hearing, talking and ability to drive to off campus locations.

Posting Date: 10/03/2024

Closing Date:

Open Until Filled: Yes

First Pool Date: 10/13/2024

Special Instructions to Applicants:

It is a requirement for an official transcript, not a copy, documenting the minimum degree requirement or any relevant coursework if applying based on work experience be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Drive, Lake Jackson, TX, 77566.

To apply, visit <https://employment.brazosport.edu/postings/4559>

Contact Information

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

Contact

Library Services
Brazosport College

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