

Director, Library Services
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=259547>

Downloaded On: Aug. 25, 2025 7:20am

Posted Jul. 10, 2025, set to expire Oct. 31, 2025

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

Date Posted Jul. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other
Social Sciences - Other

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Job Description

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Director, Library Services

Posting Number: 70938

Position Type: Administrative/Staff

FTE: Full-time

Department: Library Services

Job Summary/Basic Function:

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The Director of the Library Services reports to the Assistant Vice President of Academic Affairs and is responsible for the strategic planning, organization, administration, and assessment of the College's library and media services. This position involves close collaboration with faculty to develop, promote, and evaluate instructional content and support information literacy education. The Director contributes to Open Educational Resources (OER) initiatives and produces digital media that aligns with institutional instructional goals. The ideal candidate is a self-starter and creative problem-solver with exceptional organizational skills, high energy, and the ability to manage multiple priorities and meet deadlines. Strong communication skills, both oral and written, and the ability to interpret and apply college policies and procedures are essential.

- Plan, coordinate, and oversee all library operations, services, and programs.
- Research, evaluate, and recommend the procurement of library resources, equipment, and systems.
- Coordinate the delivery of library services to students, faculty, and staff across both remote and on-campus settings.
- Serve as the campus copyright officer, ensuring compliance with copyright and intellectual property regulations.
- Manage the library budget, including expenditures, grants, and other funding sources.
- Administer and enhance the library's digital and online environments.
- Develop and implement library goals and objectives in alignment with the College's mission.
- Establish and update policies and procedures for library/media services.
- Supervise and evaluate library personnel, providing leadership and professional development support.
- Monitor and assess the effectiveness of library services through continuous evaluation.
- Prepare reports and statistical data as required by the College and local, state, and federal agencies.
- Advocate for the library's role in academic success and promote the value of information literacy through participation in campus committees and initiatives.
- Ensure compliance with accreditation standards and applicable college, state, and federal guidelines (e.g., ADA, Sections 504 and 508).
- Provide exceptional customer service to the campus community.
- Develop and support digital learning communities.
- Perform other duties as assigned.

Minimum Qualifications:

The minimum qualifications for this position are:

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- Master's degree in Library Science (MLS) or Library and Information Science (MLIS) from an American Library Association (ALA)-accredited institution or an equivalent degree.
- Minimum of three (3) years supervisory experience (in higher education setting preferred)
- Professional experience as a librarian in an academic setting.
- Experience developing information literacy content and programming.
- Demonstrated ability to work collaboratively and collegially with team members.
- Familiarity with current higher education trends and relevant technologies

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: 07/09/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 07/29/2025

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/4603>

Contact Information

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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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