

Position Description for IWS Library Director

February 2022

Principal Function: The Library Director is responsible for the overall operation and leadership of the IWS library in support of the IWS mission and curriculum. The core functions of the position include providing research assistance and library instruction for library users, budget preparation and expenditure, library collection development, supervising library assistants, managing library technology tools, ensuring access to library materials, developing library policies, documenting library operational procedures, statistics collection and reporting to accreditation agencies, assisting with strategic planning, collaboration with partners in cooperative programs, communication with vendors for resource development, leading the IWS Library Advisory Committee, and participation in staff and faculty meetings. The Library Director reports to the Academic Dean and holds faculty status and is a voting member of the faculty. The Library Director works directly with the IWS President in administrative tasks on issues regarding budget, donations, and a variety of strategic initiatives.

Hours and compensation: part-time position (averaging 10 hours per week) without benefits, salaried, non-exempt status. The job duties can be accomplished remotely, with the exception that the Library Director should, if possible, come to the Jacksonville campus for on-site sessions in January and June.

Position Responsibilities:

- Oversee and coordinate the management of library resources to provide efficient and effective library services for students, faculty, staff and the wider cooperative community.
- Lead in providing research assistance and library instruction for library users in person, through online tutorials, via e-mail and by implementing emerging technologies for remote contact with distance learners.
- Work closely with the IWS President and Vice President of Finance and Administration to prepare and expend the annual library budget as approved by the Board of Trustees.
- In consultation with the IWS President, Academic Dean, faculty, and Library Advisory Committee, analyze and strategically expand the library print and electronic collections.
- Supervise, hire, and train library personnel in on-site and remote activities such as cataloging, research assistance, donation processing, circulation policies, material delivery, and library project assignments while supporting a collegial and collaborative work environment.
- Assist administrators, faculty, staff and students with guidance for adherence to Fair Use copyright rules and digital resource licensing restrictions.
- Establish, document and manage library operational procedures.
- Work closely with the Director of Technical Services to evaluate, manage and implement technology tools to support library services and ensure access to information resources.

- Engage the Library Advisory Committee in library policy updates for collection development and user services, and document and implement library policies.
- Collect and analyze resource and usage statistics from library tools and systems, and complete reports to the IWS accreditation agencies.
- Assist the IWS President and Academic Dean with developing and assessing achievement of the strategic plan and long-term vision for the library.
- Collaborate with organizations and partners in cooperative programs, such as the American Theological Library Association (Atla) Reciprocal Borrowing Program, the Association of Christian Librarians (ACL) Reciprocal Borrowing Program, the ACL ILL listserv, and other cooperative agreements with individual libraries or networks.
- Communicate with vendors to update contracts, purchase materials, and explore avenues for ongoing library resource development.
- Participate in staff and faculty meetings, and provide reports regarding library activities to the IWS Board, faculty and staff.
- Manage library services for and participate in the on-site semi-annual intensive sessions in Jacksonville, Florida each January and June.
- Support IWS initiatives such as diversity, equity and inclusion; cost-saving arrangements; grant applications; implementation of accreditation standards; website review and updates; management audits; new student orientation; graduating student clearance; adoption and deployment of new technologies; service improvements and special projects as assigned or requested by the IWS President, Academic Dean, and other staff members.

Required Qualifications:

- An ALA accredited Master of Library Science (MLS or MLIS) Degree.
- Some formal training in Christian theological studies or related disciplines could be helpful, or equivalent experience and/or education demonstrating knowledge of collection development and curriculum support in a theological library setting.

Preferred Skills and Qualifications:

- Library work experience in a higher education setting.
- Proven excellent communication, interpersonal, and independent problem-solving skills.
- Evidence of the ability to manage time well and coordinate activities with a variety of colleagues in a supportive team environment.
- Proven ability to be proactive, creative, and flexible while demonstrating excellent planning and implementation of library initiatives in an environment of change.
- Evidence of implementing instructional technologies and support for in-person, mixed-modality, and remote/online learning and research assistance.
- Successful supervisory experience in a library setting.
- Experience with library budget preparation and expenditure.

- Experience organizing library materials and cataloging using free tools such as Z39.50 protocols, MarcEdit, and the MARC 21 Bibliographic Format.
- Demonstrated proficiency in loading, generating, analyzing and reporting data in library systems.
- Familiarity with administrative, educational, and library technology tools such as MS Teams, MS Office (Word and Excel), Canvas, Populi, the Koha/Bibliovation ILS, EBSCO Collection Manager (ECM), and EBSCOadmin for electronic resources.
- A proven commitment to demonstrating servant-leadership in a Christian setting.
- Evidence of understanding, working with and supporting diverse populations in the global Christian community.
- Willingness to support the [mission, vision and core values](#) of IWS.