



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, James P. Adams Library
Status: Full-time, 35 hours/week
Grade: 17
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports to: Vice President for Academic Affairs

PRIMARY PURPOSE:

Provide vision and leadership to advance the mission and development of the James P. Adams Library.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Lead and collaborate with library staff and faculty, as well as faculty and administrators college-wide, to develop, articulate, and support the vision, mission, strategic goals, and objectives of the library and the college.
- Direct the operation of library services in a collegial and collaborative atmosphere that promotes excellence and fosters teamwork within the library, with the administration, and with the general college community.
- Work with the library staff and faculty to plan and provide leadership for all library operations, including library and information literacy instruction; collection development; organization of resources; budget preparation and administration; personnel recruitment, development, supervision, and evaluation; information technology forecasting and implementation; and facilities maintenance and improvement.
- Promote the continued transition of library resources from print to digital formats, when appropriate, including the Digital Commons at RIC, among faculty, students, and staff.
- Provide leadership in the development and articulation of a vision for the future of the library's physical space, and work collaboratively in transforming the space.
- Contribute to outreach and resource sharing through the library's consortial, state, regional, and national cooperative agreements.
- Participate in fundraising projects and grant proposals, as appropriate.
- Serve on and engage the library faculty and staff on college committees for governance, curriculum, planning, and development of policies and procedures.
- Work, or foster cooperation, with other campus units, including Information Services and academic departments, to provide high-quality service to students, faculty, and the community.
- Ensure adherence to regional accreditation standards.
- Ensure that the library operates with an understanding of broad national perspectives and trends in library science and information literacy and engages in assessment informed by this context.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Academic Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

ALA-accredited Master of Library Science, or equivalent.

Experience:

- Minimum of five years of demonstrated growth and responsibility in administrative and managerial experience within academic libraries.
- Record of service to the profession of librarianship.

Skills, Knowledge, and Abilities:

- Ability to provide leadership in planning, implementation, and assessment of library services and programs, in collaboration with faculty, staff, administrators, and students.
- Knowledge of and experience in the role of academic libraries in support of teaching, research, and service.
- Demonstrated ability as a visionary, creative, and collaborative leader.
- Excellent communication, interpersonal, and presentation skills.
- Ability to assess information resources and technological applications that support and enhance library instruction, research, and services.
- Knowledge of current issues and trends in librarianship.
- Effective skills in managing fiscal resources.
- Ability to foster a collaborative and collegial environment.

PREFERRED:

- Experience as a librarian in a faculty/staff union environment.
- Experience in strategic planning in information services.
- Demonstrated success in obtaining grants and/or other funding.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.