

Chattahoochee Valley Community College

Job Description

Director of Learning Resource Center

Employee Name: Xueying Chen
Social Security #: _____
Date Employed: September 1, 1997
Employment Status: Non-probationary
Department: Learning Resource Center
Location: Owen Building

SUMMARY

This position manages the college's Learning Resource Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Develop, implement, and evaluate long-range objectives for the LRC operations.
2. Promote the services of the LRC in the community.
3. Develop, implement, and evaluate library policies and procedures.
4. Assist the Dean of Instruction in the development of the library budget.
5. Assess library resources and comply with the SACS standards.
6. Supervise and evaluate library staff and work-study students.
7. Oversee library collection development and material acquisitions.
8. Provide genealogical research assistance and promote the LRC genealogical service in the community.
9. Provide reference and circulation services.
10. Assist in cataloging and interlibrary loans.
11. Other duties as assigned by the Dean of Instruction and/or his supervisor.

SUPERVISORY RESPONSIBILITIES

Directly supervise library staff in the Learning Resource Center.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Master of Library and Information Science (M.L.I.S.) from an American Library Association accredited library school.

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

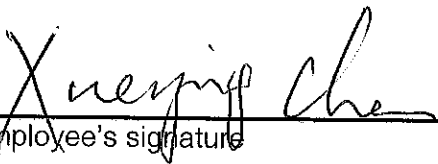
Ability to operate a computer, work with various software, and maintain familiarity with ACCESS software requirements. Ability to operate a typewriter and a computer. Ability to operate a telephone, copy machine, and a fax machine. Demonstrated knowledge of word processing. Ability to meet the public in a friendly and receptive manner.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.


Employee's signature _____ Date Sept 1, 2004


Supervisor's signature _____ Date Sept 6, 2004