

POSITION SUMMARY

The **Director of Library Services** is responsible for coordinating all learning resource center activities including selecting, maintaining, organizing, and updating student research resources provided through by multiple forms of media; assisting students in accessing research materials; as well as interacting with the general public. Perform or supervise all aspects of the learning resource center including cataloging, customer service, managing staff, creating reports, collection development, managing virtual collections such as databases, eBook collections, etc.; and providing services to the faculty, staff, students, and the public as applicable. Other duties include book and periodical inventory and weeding, newspaper archives, and learning resource center archives.

ESSENTIAL FUNCTIONS

- Oversee daily operation of the library (Learning Resource Center) by opening and closing facility, documenting sign ins, supervising personnel, and ensuring adequate personnel coverage during open hours.
- Participate in long-range planning processes for the College and the learning resource center, including recommending changes or improvements, and new services or operations for consideration as needed in a timely manner for budgeting and planning needs.
- Make data driven recommendations and an annual analysis of resource utilization to determine what products and services need improvement, deletion, or addition.
- Compile reports for circulation statistics.
- Manage periodicals and the collection inventory, Make recommendations for withdrawal from the collection.
- Collaborates with various college departments to ensure materials needed for learning resource center instruction and accreditation are available and updated.
- Participate, suggest, develop, or host special events and projects.
- Participate and represent the learning resource center in student orientation and other campus wide student initiatives.
- Monitor usage of all materials to ensure they comply with laws and goals of the state of Arkansas, the Arkansas Division of Higher Education, and all accrediting bodies.
- Perform responsibilities and duties as required or assigned.

POSITION QUALIFICATIONS

Education: Master's degree preferred; bachelor's required, in library or media science, information science, education, educational technology, or a related field.

Experience: A minimum of three years of related experience in a library or research environment required.

Other Requirements: Knowledge of computers, hardware/software operations and maintenance. Ability to oversee and monitor activities of public access computers. Ability to instruct users in the operation of software and hardware.

Other Abilities: Ability to stand and walk for periods of time, move book carts, and lift up to 20lbs along with the ability to stoop, bend, and reach. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY: This position is classified as E125, with an entry salary range of \$45,760-\$51,480, depending upon qualifications and experience. Candidates meeting only the minimum qualifications and experience should not expect a salary offer at the top end of the quoted salary range.

Please submit an EACC application, which can be found at www.eacc.edu/employment, resume' or vitae, and transcript(s) to the EACC Human Resources Office, 1700 Newcastle Road, Forrest City, AR 72335. You may also submit your documents via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO EMPLOYER.