

Baptist University of the Americas
JOB DESCRIPTION

TITLE: Learning Resources Center (Library Director)

DEPARTMENT: OFFICE OF ACADEMIC AFFAIRS

REPORTS TO: DEAN OF ACADEMIC AFFAIRS

SUPERVISES: N/A

STATUS: EXEMPT (STAFF POSITION)

DATE POSTED: August 30, 2021

APPLICATION DEADLINE: Open Until Filled

POSITION START DATE: AVAILABLE IMMEDIATELY

BASIC FUNCTION:

The Learning Resources Center Director works directly under the supervision of the Dean of Academic Affairs overseeing all activities related to the effectiveness of the Learning Resources Center and the planning/implementation of students, faculty and staff educational efforts, (in-person, virtual and online), for undergraduate and graduate educational programs.

This position also functions as a critical role in ensuring access and availability to learning resources/services to support curricular offerings and meet student/faculty needs, regardless of location or instructional delivery system.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

Learning Resources Center:

1. Maintains a written learning purpose statement that is consistent with BUA's mission statement and educational outcomes.
2. Maintains appropriate written policies and procedures relating to the management of library and other learning resources.

3. Maintains and proposes an annual budget in order to procure and maintain needed learning resources and services for all instructional modalities used by the Learning Resources Center.
4. Secures and maintains the availability of library services (reference, technical, and circulation) and other means of support to meet research and information needs of students and faculty.
5. Promotes and enhances students and faculty awareness of resources and services available.
6. Participates in available library networks and/or cooperative arrangements that involves the use of other resources.
7. Is involved in joint participation with faculty in curriculum planning, the analysis of resource adequacy for the selection of resource materials, and the development of library policy.
8. Participates in development of policy, procedures, and facilities needs that ensures access to and security of learning resources.
9. Formulates a collection of learning resources that is appropriate based on the curriculum, course offerings, age of resources, usage, and teaching formats.
10. Demonstrates effective leadership, as a credentialed director who has staff status and who reports to the Dean of Academic Affairs.
11. Maintains effective lines of communication/collaboration between LRC and informational technology personnel.
12. Conducts ongoing evaluation of learning resources utilization by all stakeholders of the learning community.
13. Promotes circulation requirements, instruction, and reference services designed to teach information literacy skills to the learning community.
14. Performs other duties as assigned.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Employee must have the ability to satisfactorily perform the essential functions of the job.

Required Education and Experience:

A Master's Degree in Library Science

Requires an in-depth understanding of a comprehensive field of knowledge, as evidenced by the attainment of a Master's degree in Library Science and three year's prior experience working in a library setting or related field of study. The following expectations below are also preferred:

1. Must be proficient in Microsoft Office, including word, power point, and excel applications.
2. Proficient problem-solving skills is required.
3. Requires ability to communicate effectively both orally and in writing; ability to make presentations and speak in front of groups is preferred.
4. Requires a strong sense of diplomacy and demonstrated success in developing strong collaborative relationships with organizational peers and outside colleagues.
5. Requires recognized ability to meet multiple deadlines by maintaining a high level of organization.

6. Requires demonstrated strong analytical skills, including an ability to synthesize large amounts of information and to focus quickly on the essence of an issue; strong commitment to producing measurable results.
7. A proven strategic/servant leader, dynamic change agent, and mature follower of Jesus Christ with sound spiritual formation habits.
8. Strong organizational, planning, project management, and goal-setting skills.
9. High personal integrity and sound personal and professional ethics
10. Ability to work effectively with diverse internal and external constituencies, to build broad relationships, volunteer leadership, and establish historical collaborative leadership.
11. Knowledge and commitment on the use of technology to support academic services and programming.
12. Knowledge and commitment to the historical Baptist distinctive; the School's mission, vision, and values; and to a strong appreciation/commitment to advancing biblical higher education.
13. Requires ability to work under minimal supervision with awareness that error may have serious consequence; exercise patience, initiative, and sound judgment following established guidelines.
14. Requires personality in tuned to the requirements of meeting the needs of volunteers, staff, and students. Actively able to demonstrate the ability to establish and maintain effective working relationships with other employees.
15. Requires ability to maintain confidentiality.
16. Requires professional commitment to Christian principles and teachings to perform tasks and responsibilities in alignment with Baptist University of the Americas mission, vision, and values.
17. Requires ability to lift 20 pounds of force occasionally.
18. Requires ability to walk, stand and sit (sometimes for prolonged periods of time); ability to squat, climb stairs, kneel and twist. Requires ability to grasp, push, pull, carry or otherwise manipulate objects.
19. Requires sufficient good health to properly discharge duties. Employees who have infectious diseases or skin lesions for the duration of the communicability shall not be permitted to work.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. **Team Player.** Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. **Critical Thinking.** The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. **Bias for Action.** The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. **Self-Starter.** Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.

5. **Customer Service Orientation.** Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
 6. **Self-Confidence.** Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular.
 7. **Thoroughness.** Ability to balance attention to detail with the cost and benefit of doing so.
 8. **Adaptability.** Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.
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BAPTIST UNIVERSITY OF THE AMÉRICAS (CORE AND EXPECTED VALUES):

NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.

1. **Core Values.** Our Core Values are behavioral traits that are inherent at BUA; The are:
 - a. Christ-Centered (self-sacrificing, forgiving and biblical)
 - b. Baptist (identity, and foundational)
 - c. Holistic in our Teaching and Learning (dedicated to the mission and purpose of BUA in higher education)
 - d. Integrity (with our responsibility and respect toward others)
 - e. Cross-Cultural Competence
 - f. Hospitality (providing customer service, internally and externally)
 - g. Community
2. **Expected Values.** BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Baptist University of the Americas job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation and can be revised as responsibilities change.

ACKNOWLEDGEMENTS

Please initial each blank to acknowledge the statement.

____ I acknowledge that I have read this job description.

____ I acknowledge that my questions or concerns have been asked and answered to my satisfaction.

____ I acknowledge that I can perform all the essential functions of this job responsibilities.

____ I acknowledge that I thoroughly understand the requirements of this job responsibilities.

____ I acknowledge that I am in receipt of this job description.

Employee's Signature: _____

Date: _____