



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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| POSITION: | Dean of Library |
| REPORTS TO: | Vice President for Academic Affairs |
| GRADE: | BOG 18; Salary based on education and experience |
| WORK SCHEDULE: | Nonstandard; 35 hours per week |
| SUPERVISES: | Faculty, professional, technical, and support staff |

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

In a multi-campus system, the Dean is responsible for the overall vision, leadership, and management of Library's programs and services to support the academic mission within the College, and in its external consortial, state, and regional relations. The Dean manages the Library's budget; establishes Library policies and procedures to ensure high quality services to constituents; and plans and implements the integration of new information technologies into Library services and programs, in conjunction with the Library's Chairperson and faculty. The Dean supports the LIBRARY faculty and staff to further develop user-centered services with an emphasis on integrating emerging

technologies and instructional assistance. The Dean will assume a leadership role to promote student achievement and retention through integrating the existing academic library role with the College's new academic assistance center initiative. The Dean will assist in planning, implementing, and coordinating academic assistance services within the Library's four sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide vision, leadership, and overall management for the College's four Libraries in the areas of collection acquisition and development, circulation and reference services, educational outreach and instruction, and technical and academic assistance services
- Provide leadership for the physical design, planning, implementation, and promotion of library-based academic assistance centers
- Develop an effective team of library and academic assistance professionals and paraprofessionals to deliver a comprehensive array of services and programs
- Participate in the hiring and performance evaluation process for professional and support staff and promote their professional development
- Assist in developing state-of-the-art Campus Libraries responsive to technological and educational innovation and enhance communication and cooperation across College divisions to strengthen library services
- Participate in inter-institutional Library consortia designed to support common goals such as collection development and the sharing of resources
- Expand and strengthen library outreach, and services for faculty instruction and conduct studies and prepare reports to evaluate the ongoing effectiveness of library programs and services

LICENSES, TOOLS AND EQUIPMENT:

On-line learning systems and integrated library systems. Personal and mainframe computer systems and software, and related office/business technical devices. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

- An earned MLS from an ALA-accredited program is required

- A minimum of five years of recent administrative experience managing an academic library is required, preferably within a community college, unionized, multi-campus setting
- A minimum of five years' experience in the selection, hiring, training, development, and management of library professional and support personnel is required
- Extensive experience developing and managing library budgets, setting priorities for acquisitions and purchasing, and leveraging scarce resources to maximize resources required
- Extensive experience in evaluating, implementing, and coordinating print-based and electronic informational databases to support faculty and students' teaching/learning goals and in providing bibliographic instruction and informational literacy programs
- Current knowledge of library management and current academic library trends regarding the community college mission and role of learning assistance centers in supporting academic achievement and student retention required
- Extensive knowledge of the impact of technology on libraries, as well as in teaching, learning, research, and demonstrated success in providing supportive leadership to faculty, staff, and students to support the college's mission
- Excellent oral, written, and interpersonal communication skills; effective decision-making and organizational skills; and experience in team-building and brokering internal and external collaborative initiatives required
- Success in securing external funding and grant management experience preferred

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>