Applications are invited for consideration for appointment to the following position:

**TITLE:** Director of College Library

**DEPARTMENT:**
Affairs & SACS Liaison

**DATE TO BE FILLED:** Immediately

**RANK OR POSITION AND SALARY RANGE:** $60k to $70k

**Occupational Summary:**
Direct, coordinate and administer the activities of the college library engaged in providing source materials in support of the curriculum and research needs of faculty and students.

**Director of College Library:**
Responsible for the efficient management and direction of the library, including operations, budget, supervision, and direction of library staff, compliance with federal, state, and institutional requirements, and the effective coordination of services with the rest of the college community. Provides instruction in information literacy as needed.

**PRIMARY DUTIES AND RESPONSIBILITIES***

- Provides that instruction in information literacy is available to students, faculty, and staff in formats suitable to class, group, operational, or individual needs.
- Ensures that reference services are available and circulation activities and other library functions are effectively performed during the hours of library operation.
- Responsible for ensuring the optimal functioning of the integrated automation system; ensures appropriate preservation of essential data and records.
- Supervises the timely and accurate processing, cataloging, and circulation of library resources.
- Prepares and recommends budget based on current needs and the requirements of effective operation; ensures operations are conducted within budget parameters.
- Selects resources for purchase and addition to the library collection, working within the collection development guidelines approved by the instructional deans; advises college staff of resources available.
- Plans and prepares for future growth and innovation; prepares and submits proposals for enhancement of services based on objective need analysis and use projections.

**Supervises library staff coordinates activities and absences, and arranges for appropriate training and technical support; provides communication to staff regarding actions and decisions of the board of trustees and administration:**

- Responsible for ensuring adherence to applicable federal, state, and college laws, requirements, policies, and procedures within their area of authority.
- Works with college staff to determine learning resource needs; participates or makes an assignment to appropriate college committees.
- Responsible for compilation, preservation, cataloging, and appropriate accessibility of college archives
- Ensures that required reports for federal and state agencies and for internal needs are
completed accurately and in a timely manner.
- Maintains state-of-the-art knowledge in library science and operations, requests appropriate personal professional development.
- Maintains communications and membership as appropriate with professional associations.
- Performs other related duties as necessary or assigned.

Other key essential skill required:
- Knowledge of and ability to use all technology.
- Lead effort to incorporate technology into the library’s operations.
- Develop partnerships with faculty to lead to more robust usage of the library.
- Ability to lead culture change with the library staff.
- Assess and determine the needs of a modern library at a small liberal arts college.
- Develop programs and initiatives to invite the community to use the library’s resources.
- Student-centered professional

SUPERVISION – Works under the general supervision of the Dean of Instruction.

Preferred minimum qualifications:
- Master's degree in library science from an ALA certified program.
- Three to five years of progressively more responsible experience in an academic library, or a combination of education and experience commensurate with the requirements of the position.
- Experience with an automated library system.
- Experience in post-secondary instruction is desired.

SPECIAL INFORMATION: Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 E. Rust Avenue
Holly Springs, MS 38635
Please send Resume and correspondence directly to careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: POSTING DATE:
Open until a qualified applicant is found

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER