

**ASSOCIATE DEAN  
LIBRARY & LEARNING RESOURCES  
JOB DESCRIPTION – ACADEMIC ADMINISTRATIVE**

**GENERAL RESPONSIBILITIES**

Under the direction of the Dean of Academic Affairs, the Associate Dean provides inclusive leadership in planning, organizing, administrative direction and oversight for all operations, activities, programs, and services of the Library & Learning Resources, including short- and long-term planning, development and administration of departmental policies, procedures, and programs. This position assists the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Coordinate the activities of the department with those of other divisions and departments.

**ORGANIZATIONAL RELATIONSHIP**

This position reports to the Dean, Academic Affairs. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

**SPECIFIC RESPONSIBILITIES**

- Coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of Library & Learning Resources and enhances the educational effectiveness of assigned programs and services.
- Assists in establishing and maintaining department timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
- Provides mentorship and support to staff and faculty.
- Assists the Dean in conducting faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
- Participates in the development, management, and administration of Library & Learning Resources annual planning and budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Coordinates the programs and activities of the Library & Learning Resources.
- Collaborates with library faculty and the campus community in the development and delivery of information competency/literacy for the College.
- Promote faculty and student use of the Library & Learning Resources.
- Monitors and recommends solutions for issues involving the library building, physical facilities, security, and technologies.

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- Assists the Dean in responding to and completing local, state, and national surveys on the library in consultation with Library faculty and staff.
- Attends and participates in professional group meetings and various College and District committees and advisory boards.
- Contributes to the overall quality of service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Assess and monitor the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Dean.
- Coordinates programs, services, and communications among administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of area activities.
- Prepares and delivers presentations on issues pertaining to the Library & Learning Resources.
- Coordinates and helps create and interpret surveys to inform policies, practices, marketing, etc. Stays abreast of new trends and innovations related to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect College, District or area operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive student, staff and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation, as provided by applicable law, College and District policies.
- Attends College and District mandated training and participates in investigations. Supervise all aspects of the planning, funding, coordinating staffing, delivery and evaluation of the Library and Learning Resources. Supervise the performance of all personnel functions for assigned faculty and staff.
- Provide student, staff, and faculty access to the Library and Learning Resources.

**REQUIRED SKILLS AND QUALIFICATIONS**

**MINIMUM QUALIFICATIONS:** Must possess a master's degree and a minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level or equivalent.

**REQUIRED SKILLS:** Excellent written and verbal communication skills; ability to effectively supervise staff, prevent and resolve conflicts and problems, build consensus and organize programs and services to meet changing needs.

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**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Principles and practices in the administration of academic library programs, policies, procedures and learning resources and services.
- Developing technologies and trends on traditional and supplemental instruction, library resources and library services.
- State and federal regulations pertaining to the operation of the Library and Learning Resources.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Strategic planning processes, including but not limited to accreditation, resource allocation, apportionment, and service area outcomes
- Best practices regarding the various departments in an academic library (reference, circulation, technical services, etc.) and of the responsibilities typically handled by each area and how the work is interrelated throughout the library organization
- Best practices regarding academic library collection management, electronic resources, databases and eBook collections.
- Best practices regarding information literacy frameworks and initiatives, facilities and space planning

**Ability to:**

- Represent the College and District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provide a high level of customer service by effectively dealing with the public, vendors, students, and College and District staff, including individuals of various ages, various socio-economic and ethnic groups.
- Plan, implement, and evaluate activities to ensure that academic support services show evidence of programs designed to impact student achievement and learning.
- Demonstrated inclusive and reflective leadership skills.
- Overseeing a Library and/or Learning Support Services or demonstrated potential to do so.

Board Approval Date: August 14, 2023