BASIC FUNCTION:

Under the direction of a Dean or other administrator, coordinate and oversee the daily activities and operations of the library and learning resources departments.

REPRESENTATIVE DUTIES:

Plan, coordinate, and oversee the day-to-day technical and public services aspects of the library and learning resources departments including the learning center, computer lab(s), math center, reading/writing center, tutoring center, supplemental instruction program, make-up testing, and other learning resources departments and services.  

Develop and implement operational processes and procedures; assist with developing strategic plans for the library and learning resources departments.

Develop and implement technical library services, processes, and systems including acquisition, cataloging, processing, electronic databases, and automation systems in collaboration with librarians.

Identify, develop, and implement learning resources services that meet the instructional needs of students in collaboration with managers, faculty, and staff.

Oversee the district interlibrary loan service in collaboration with library faculty, including revision of policies and procedures.

Oversee technical support for library and learning resources technology and equipment, including problem solving, updating, and maintenance.

Recommend new software and technology and coordinate the purchase, installation, introduction, and implementation of such technology.

Develop, monitor, and maintain library and learning resources department budgets in accordance with district policies and procedures.

Participate in program planning and review processes; participate in student learning outcomes evaluation processes and the accreditation process for learning resources departments.

Hire, train, schedule, supervise, and evaluate assigned classified staff and student workers.

Collaborate with library and learning resources faculty and staff to conduct outreach to the campus community to encourage the effective use of resources, services, facilities, and equipment associated with learning resources departments; assist faculty and students in the use of learning resources equipment and technology.

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LEARNING RESOURCES SUPERVISOR (continued)

Develop, coordinate, and present training programs pertaining to library and learning resources services, technology, and equipment in collaboration with faculty, staff, and managers. 

Plan, coordinate, and participate in library and learning resources department inventories. 

Prepare and submit a variety of reports required for state and district use; compile information, conduct surveys, and respond to requests for information. 

Address patron and public concerns pertaining to the library and learning resources departments; develop and maintain a system to track patron and public concerns. 

Serve on college committees, library committees, technology and learning resources committees, and task forces; attend conferences as assigned. 

Monitor the maintenance of the library and learning resources facilities. 

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures involved in the operation of college learning resources departments
Library terminology, practices, procedures, and systems, including acquisition, processing, cataloging, circulation, and automation
District organization, operations, policies, procedures, and objectives
Principles and practices of supervision and training
Office procedures, methods, and equipment
Office productivity computer applications including word processing, spreadsheet, email, and database applications
Library and learning resources-related software and equipment including automation and instructional software
Principles of budget development and maintenance
Principles and procedures of inventory and records management
Basic mathematical principles
Basic principles of business letter writing and report preparation
Fundamentals of English grammar, spelling, and composition
Customer service and public relations methods and techniques
Principles of program planning and program review

ABILITY TO:

Coordinate and oversee the daily activities of library and learning resources departments
Train, supervise, and evaluate personnel
Schedule, coordinate, and chair meetings
Manage conflict between individuals and group members to bring to joint consensus
Provide information and assistance to students, employees, supervisors, and administrators
Operate office equipment, including computers and supporting word processing, spreadsheet,
LEARNING RESOURCES SUPERVISOR (continued)

email, and database applications as well as automation and instructional software
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Make arithmetic calculations quickly and accurately
Analyze fiscal information to develop and maintain budgets
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Collaborate with others to carry out work
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

A. An associate degree AND four years of increasingly responsible experience coordinating or
providing instructional and non-instructional services to adults in a learning center environment,
preferably in a community college. Such experience must include one year of experience providing
training, guidance, direction, or supervision to others.

OR

B. A bachelor’s degree AND three years of increasingly responsible experience coordinating or
providing instructional and non-instructional services to adults in a learning center environment,
preferably in a community college. Such experience must include one year of experience providing
training, guidance, direction, or supervision to others.

OR

C. A graduate degree AND two years of increasingly responsible experience coordinating or
providing instructional and non-instructional services to adults in a learning center environment,
preferably in a community college. Such experience must include one year of experience providing
training, guidance, direction, or supervision to others.

WORKING CONDITIONS:

ENVIRONMENT:

College library and learning resources environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate and provide information to others
Seeing to read and review documents
Reaching, lifting, and carrying materials and equipment weighing up to 30 pounds
Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Reaching overhead, above the shoulders and horizontally
LEARNING RESOURCES SUPERVISOR (continued)

- Bending at the waist to maintain and access files
- Sitting and standing for extended periods of time