

■ For more information or application materials, contact us at: College of the Redwoods
 Office of Human Resources
 7351 Tompkins Hill Road
 Eureka, CA 95501-9300

phone 707.476.4140
 tty 707.476.4443
 fax 707.476.4421
 email hr@redwoods.edu



We will continuously seek and support a dedicated, highly-qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

Making a Difference www.redwoods.edu

College of the Redwoods is committed to equal opportunity in its employment and encourages application from underrepresented group members (women, minorities, persons with disabilities, and Vietnam-era veterans).

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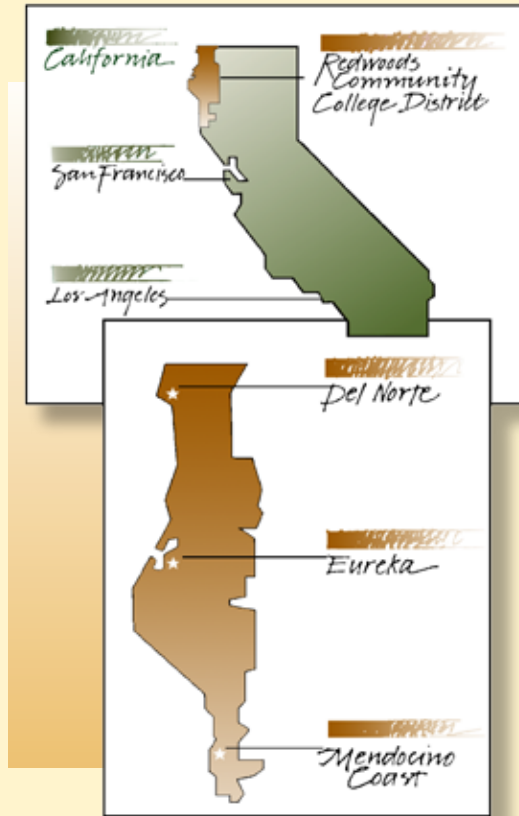
Located on the beautiful northern coast of California, College of the Redwoods has a proud history of high-quality education dedicated to student success. With a campus in Eureka, and education centers in Crescent City and Fort Bragg, as well as sites in Hoopa, Eureka Downtown, and Arcata, Redwoods Community College District offers a wide variety of learning opportunities to serve the citizens of Humboldt, Del Norte, and Mendocino counties.



COLLEGE OF THE REDWOODS invites applications for

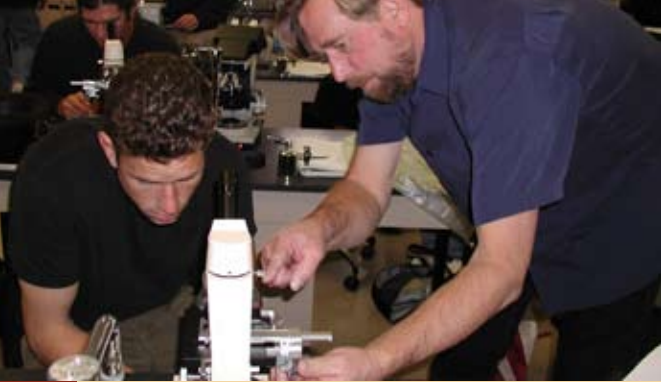
Director, Learning Resource Center

First Review Date:
 September 18, 2009



MAP | College of the Redwoods is located in Northern California. There are three campuses, each set in a picturesque environment between giant redwood groves and the Pacific Ocean. The Eureka Campus is located at the southern outskirts of the city of Eureka, 270 miles north of San Francisco; Del Norte Campus is in Crescent City, 30 miles south of the Oregon border, near Point St. George; and Mendocino Coast Campus is in the city of Fort Bragg, on the Mendocino coast of California.





Position **Director, Learning
Resource Center**

First Review Date **September 18, 2009**

Full-time

Monthly Salary Range
\$4,849 - \$6,858

College of the Redwoods is one of 110 public community colleges in the state of California. Its primary campus is located just south of Eureka, California, with additional centers in Crescent City (Del Norte) and Fort Bragg (Mendocino). The college also offers courses and programs at several smaller instructional sites within its service area, which covers a large geographic region on the far northern Pacific coast of California.

College of the Redwoods offers Associate degrees and university transfer programs in the arts and sciences and a variety of occupational and career certificate programs. The college is also committed, through a variety of community partnerships, to playing a major role in the continuing economic development of the North Coast region of California.

Summary

Under the direction of the Dean of Academic Affairs, administer the day-to-day operations of the Library including, but not limited to, hiring, supervising and evaluating staff. Is also responsible for developing, planning, coordinating and implementing programs to enhance the holdings, accessibility and functionality of the Center.

Duties and Responsibilities

- Supervise and coordinate Library staff, including the selection and evaluation of other librarians
- Assist in selection, training and evaluation of classified personnel and student assistants
- Develop and articulate the Library's goals and objectives
- Develop, track, and maintain annual budgets.
- Plan, manage, market and evaluate library services; analyze and track usage trends and library-related learning outcomes
- Manage the Library's collection development program for print and electronic resources
- Represent the college in professional library and learning resource organizations
- Oversee the administration of the District libraries' automated library system.
- Work with district faculty and administrators on academic and professional matters, including serving on various campus, community and statewide committees
- Provide training for faculty and staff on library and learning resource innovations and developments
- Coordinate centralized technical processing and interlibrary loan services for the District; travel to other instructional sites to provide training to library personnel as needed.
- Support efforts to increase professional growth and development through memberships in regional, state and national organizations or other appropriate activities
- Support the unique and important mission of the community college and subscribe to its philosophy of open access education

Knowledge and Skills

Knowledge of: Program management that includes the development and application of electronic formats, automated library systems and other information technology resources. Computer-aided instruction, online databases, and use of the Internet for academic research. Interlibrary cooperation through state (California Digital Library), regional and national consortiums, and emerging technologies and trends in higher education Current library and learning resources management, including strong interpersonal skills and experience with decision making in a collegial environment

Abilities: Organize and supervise the District's library and services and to implement contemporary library methods and technologies. Communicate clearly, both orally and in writing. Establish and maintain effective working relationships with students, staff, faculty and community organizations. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students. Requires the ability to operate a personal keyboard and computer. Requires visual acuity and the ability to read words and numbers. Incumbent must be able to speak and hear sufficiently to communicate in person or over the phone.

Education and Experience

Master's degree in Library Science or the equivalent. A minimum of two years experience in the administration of an academic library, including supervision of clerical and professional staff.

Application Process

1. Apply on-line - you will need the information listed below to complete the on-line process. Go to our application portal at:
<https://employment.redwoods.edu/>
2. The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments - .doc or .pdf.
3. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.
4. Professional résumé or curriculum vitae.

5. A list of three professional references is required. Include the reference's title and a current contact information.
6. Transcripts of all college credits (Unofficial transcripts are sufficient for initial application. Official transcripts will be required for the successful candidate is appointed).

Incomplete application packets will not be forwarded for consideration by the Selection Committee.

Application Procedures

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

To be included in the first review, the completed the applicant must complete the application process on-line by 5 p.m. on the first review date.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

Applications are available at www.redwoods.edu or contact:

Office of Human Resources
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501-9300

phone 707.476.4140
job line 707.476.4598

Selection Process

All applications will be reviewed by a screening committee. Selected candidates will be contacted and may be invited to appear for a personal interview at College of the Redwoods. Expenses incurred in connection with the site interviews are the responsibility of the candidate and will not be reimbursed.

Benefits

Medical, dental and vision insurance is provided by the District for all full-time employees and their dependents.

Req #10-084