

# SOUTHWEST TEXAS JUNIOR COLLEGE

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Human Resources Employment: [www.swtjc.edu](http://www.swtjc.edu)

## INTERNAL & EXTERNAL POSITION VACANCY NOTICE

**Position:** Director of Library

**Job #** 181912710101

**Location:** Uvalde Campus

**Closing Date:** 01/25/2019 or Until Filled

**Description of Job Duties:** The Director of Libraries provides leadership and management for all library functions including instruction, resources allocation, strategic planning, staffing, program development, and evaluation of resources and services for students, faculty, staff, and community patrons of the Southwest Texas Junior College Library. Director of Libraries is expected to prepare the annual budget, oversee all purchasing, and oversee selection of all materials and equipment for the library. Ensure internal, state, and national reports are accurate and prompt. Represent the library on campus and institutional committees, including the Library Advisory Committee and the Curriculum Committee. Supervise the staff and librarians at all campuses. Uphold the goals and policies in the Library Policy Handbook and modify items as needed. Plan projects for the improvement of library services and facilities to support the college's mission and goals. Stay abreast of new developments in the field of library and information science. Coordinate services to SRSU-RGC students and faculty. Confer with the Vice-Presidents and librarians of the other campuses on library services. Oversee/maintain the library webpage. Evaluate library operations, services, and resources at all campus sites. Develop and maintain a productive relationship with the faculty to assure the applicability of the collection to the curriculum. Promote a pleasant work and study atmosphere for all staff, faculty, and students. Carry out any additional duties as directed by the Vice-President of Student Services and the President of Southwest Texas Junior College.

**Salary:** 12-month, Salary commensurate with experience. Based on Professional salary schedule.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, holidays, sick/personal leave, free tuition for eligible employees and dependents)

### **QUALIFICATION REQUIREMENTS:**

**Education:** Master's degree in Library and / or Information Science from an ALA accredited institution.

**Experience & Training:** Excellent oral, written and interpersonal communications skills. Organizational, analytical, and strategic planning skills needed. Current knowledge of academic library operations, systems, policies, procedures, standards and trends is essential. Demonstrate knowledge and skills in the use of technology including, digital formats and knowledge of access and navigation tools and approaches. Have knowledge and understanding of educational theory.

**Additional Qualification Requirements:** High energy, outgoing personality and professional attitude. Able to complete tasks independently with a very high quality of performance. A demonstrated commitment to providing exceptional customer service to students, faculty, and staff. Possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations is preferred. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background checks specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers. Security-sensitive position.

**Submit Application To:** Human Resource Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) cover letter, 2) SWTJC application form, 3) resume, and 4) official transcript(s). All applications and supporting documents become the property of SWTJC.

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. An Affirmative Action/Equal Opportunity Institution.