



Position Announcement May 2019

Position: Director of Library and Tutoring Services

Application Deadline: May 23, 2019

Projected Start Date: July 1, 2019

Position Status: Full Time

Position Summary:

Under general supervision, The Library/Tutoring Services Director is responsible for planning, organizing, directing, and evaluating the overall administration of the college's library system and tutoring centers. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. This position has direct supervision over the Librarians (3) and Academic Success Center Coordinators (3). Position reports directly to the Assistant VP for Academic Affairs.

Major Duties and Responsibilities include, but are not limited to the following:

Executes short-and long-term strategies to support instruction and to meet the college's missions, goals, and strategic plans. Leads development and implementation of an assessment process for continuous improvement of library and tutoring services and instruction; Works collaboratively with faculty and administration to direct the acquisition, organization, and disposition of Library materials to ensure the collections meet current and anticipated institutional needs. Ensures library and tutoring services adequately support students throughout the college's service area, to include distance education and dual enrollment instruction at partner high school sites. Serves as the primary liaison for library and tutoring services to internal and external constituents, including TCSG peer groups. Manages and oversees financial/budget operations of the department; Conducts regular evaluation of services provided and prepares internal and external reports as directed; Supervises library and tutoring personnel, to include directing work assignments, monitoring the activities of personnel to ensure compliance with TCSG policy manual and department procedures; and evaluating employees at scheduled intervals upon reviewing of all relevant information. Works to address complaints and resolve problems in accordance with CGTC/TCSG policies and procedures.

Projected Work Hours / Location:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Some evenings may be required. Position is housed primarily on the Macon campus with travel to other college campus locations as needed, including dual enrollment high school sites. This position is scheduled to work all 12 months per calendar year and at 40 hours per week.

Minimum Qualifications:

- Master of Library Science degree from an American Library Association (ALA) accredited institution
- Documented two (2) years of full-time experience as a Librarian

Preferred Qualifications, in addition to minimum qualifications:

- Full-time library experience in a post-secondary institution.
- Experience in management of library faculty, staff and facilities.
- Budget management experience
- Experience with regional (SACSOC) accreditation reporting

Salary/Benefits:

Target annual gross salary range is high \$50s-low\$60s. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience. This is a fulltime position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.