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**Job Announcement**

**Position:** Executive Director of Library Services

**Location:** Carroll Campus

**Department:** Library Services

**Reports to:** Associate Vice President of Academic Affairs, Instructional Support

**FLSA Designation:** Exempt

**Nature of Duties:**

**Under minimal supervision, this position will manage all library functions for the college at all library locations. Duties include developing and managing the library budget/expenditures for the college, staff supervision, and coordination of staff development opportunities. The Executive Director of Library Services will provide leadership for college wide library strategic goals and initiatives, collection development, and provide oversight of public services, scheduling, coordinating and delivering library instruction and orientation sessions. Maintains library usage statistics for all library locations, develop and implement user surveys, and other quantitative measures for tracking library use/satisfaction.** Provides input into supporting the operation of distance education and on-line instruction. **Investigates, recommends, and implements technology innovations to meet emerging needs of the college’s libraries. Periodically assess overall library layout and format and recommends any needed changes to meet demands of a constantly evolving library systems field to include assessment of technology, information systems, and library facilities. The successful candidate must have the ability to communicate effectively and courteously with faculty, staff, students and community users, and to react with tact and resourcefulness to a variety of challenging situations.** The Executive Director of Library Services represents the technical college on matters concerning libraries, and when appropriate, instructional media and emerging instructional technologies. The Executive Director will working closely with the Director of Online Teaching and Learning in scheduling and monitoring proctoring activity within the libraries and in cooperation with Academic Support Advisement services staff which are located within each campus library.

**Minimum Qualifications:**

* Master’s degree in Library Science from an American Library Association (ALA) accredited institution
* 5 years of experience as a library director and\or a librarian
* 3 years of Library supervisory experience
* Knowledge of current trends in information literacy and library system technology

**Preferred Qualifications:**

* Experience with ALMA ILS
* Supervisory experience in a multi-campus library operation
* Experience with automated library systems and database applications.
* Experience with library instruction, especially information literacy instruction.

**Salary/Benefits:** Based on Qualifications; Benefits include paid state holidays, accrual of vacation and sick leave, retirement, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through the online application system at: [www.westgatech.edu](http://www.westgatech.edu)

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.