



# Alabama Southern Community College

## INTENT TO EMPLOY

(posted March 31, 2014)

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- Position: Director of Library Services
- Minimum Qualifications: **Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.** Following are the minimum **required qualifications** for this position:
- The required minimum qualifications of the Director of Library Services shall include:
- Master of Library and Information Science or Master of Library and Information Studies with a minimum of 18 graduate semester hours in library services/library information studies from an Accredited American Library Association school/program.
- Preferred Qualifications: The following are the **preferred qualifications** for this position:
- At least three years of library administrative or supervisory experience preferred.
- Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:  
At a minimum, the essential functions of the Director of Library Services shall include:
1. Handling the following duties associated with library services:
    - a. Administering and managing all College library services.
    - b. Maintaining appropriate records and organization of materials to support the curriculum offerings of the College in accordance with the respective accreditation standards.
    - c. Developing reports of library utilization to local, state, and national accrediting agencies.
    - d. Maintaining accurate records regarding the utilization of the library budget.
    - e. Developing, implementing, and evaluating orientation and training of all library personnel and student assistants.
    - f. Teaching related courses as needed by the College.
    - g. Overseeing the scheduling of media and learning resources events.
    - h. Maintaining media equipment for the library and learning resources centers.
    - i. Making recommendations on the purchase of new library and learning resources center equipment.
    - j. Supervising the maintenance and upgrading of the College's Library Automation System.
    - k. Informing faculty of media materials available to help support classes and working with faculty in the production of media materials.
    - l. Assisting faculty in the selection of books, media, and related equipment so that an adequate collection of books, videotapes, audiotapes, and other non-print materials are available.
  2. Serving on and providing information to College committees as needed.
  3. Assisting in student recruitment and retention of students.
  4. Working closely with the College officials on the development and administration of annual budgets for approval by the President.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule D1 (\$49,833 – \$76,059).

Anticipated Begin Date: August 1, 2014

Application Procedure: To be considered for an interview, the applicant must **submit all of the following:**

- **A letter of application explaining how the applicant meets the required qualifications, required skills, and if applicable the preferred qualifications.**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required if employed.**
- **A minimum of three professional references with addresses and phone numbers.**

**APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.** Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

**To secure an employment application, go to [www.ascc.edu](http://www.ascc.edu).** Send complete application packets to:

**Human Resources  
Alabama Southern Community College  
Attn: Rodney L. Lord  
P. O. Box 2000  
Monroeville, AL 36461**

**Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, April 21, 2014**, to ensure full consideration.

**Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.**

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Applicants hired by Alabama Southern Community College on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**The college will not incur the cost of applicants' interview expenses.**