



Job Description

Job Title: Managing Director- Educational Resource Support Services JTC: CCV

Salary Range: N08

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for directing the activities of a specific department or organization ensuring business goals and objectives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Manages the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission and goals of the organization/district. Complies with district policies/procedures as well as applicable local, state and federal rules and regulations.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Keeps up-to-date on trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision making and time management. Provides staff with the tools, resources and materials necessary to meet the goals of the organization.

Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients and/stakeholders, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Advanced degree in librarianship or information science from an ALA-accredited program or equivalent, plus at least two years' professional experience in an academic library or related library or related academic setting is required. Official transcripts required. Must have valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the operations of an academic library that are traditionally referred to in the library profession as technical services. Provides leadership for a centralized library technical services operation that includes resource acquisition, cataloging, and metadata management within the Alma library services platform, Interlibrary Loan services, and ongoing digitization of the District's archives.

Provide expertise, insight, and creative thinking as well as a strong spirit of collaboration and teamwork in order to play a lead role in planning, strategizing, allocating resources, and working with organizational and institutional stakeholders to address the District's mission.

Reporting to the Deputy Chief Innovation Officer, this position works collaboratively with the library directors of the seven DCCCD colleges to lead library planning and programming serving student-centered services in support of instruction and learning. Responsible to serve as part of the IT management team and assists in developing technology plans for district-wide learning resources.

Ability to initiate and establish policies and procedures based on emerging standards and trends in the acquisition, management, and maintenance of library technology and all formats of library resources is required, as well as the ability to develop and manage budgets typical of an academic library environment.

Continued knowledge of MARC, RDA, and LC classification is desired, as is an understanding of the ever-evolving landscape of scholarly communication and publication and its impacts upon the community college environment. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervise approximately two to ten employees.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.