

Director, Library Programs and Services  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247501>

Downloaded On: Oct. 31, 2024 6:14am

Posted Oct. 23, 2024, set to expire Nov. 11, 2024

<b>Job Title</b>	Director, Library Programs and Services
<b>Department</b>	Library Science
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Oct. 23, 2024
<b>Application Deadline</b>	11/11/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Library
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**Job Description**

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**Director, Library Programs and Services**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2024-01906

**Closing:** 11/11/2024 11:59 PM Pacific

**Location:** Aptos, CA

**Department:**

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Library Science

### Employment Opportunity

Cabrillo College is seeking a **Director, Library Programs and Services** who under general direction, plans, organizes, directs and integrates operations of the District's library programs and services, including all aspects of library administration, community and public relations, facilities management, effective stewardship and ongoing assessment of library resources; and performs related duties as assigned. The Director is in contact with the College leadership at all levels, other public and academic library leadership, other academic institutions, and various consortium for the purpose of furthering the mission and goals of the College library programs, planning, collaborating, and discussing issues of common interest, and resolving problems.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

### COMPENSATION AND BENEFITS:

#### Salary:

**Full-time** administrative/management assignment (223-day work year), **12 months per year assignment**. Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. **Current eight-step schedule ranges from \$109,173 to \$153,618 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

#### Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, CalSTRS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0. *Please see the [Benefits link](#) on the HR webpage for more information.*

Educational administrators are required to join the State Teachers Retirement System (STRS) and as

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such must contribute 10.25% of their monthly salary to STRS on a pre-tax basis. Please see the Benefits [link](#) on the HR webpage for more information.

**Work-Life Balance:**

This opportunity is a full-time assignment, 12 months per year. [Cabrillo administrators](#) enjoy a **223-day work schedule**, which equates to an average of 18 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used for Personal Necessity.

**Cabrillo's Commitment to Diversity:**

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

**Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Leads by example to create a collegial, collaborative, and inclusive workplace, including engaging with staff, full-time faculty, and part-time faculty to create a shared strategic vision and form teams to resolve problems.
- Coordinates and provides leadership in the development of library services, collections, curriculum, and technologies; ensures that all courses and services are regularly reviewed and

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assessed; coordinates library representation on the curriculum committee; assists in developing the College Catalog

- Advocates for the integration of appropriate and emerging technologies into the library's services and operations; fosters forward-looking collection development and library initiatives that enhance student learning; coordinates with regional library partners to leverage shared resources; coordinates library system upgrades and migrations with Information Technology managers.
- Oversees the development, monitoring and maintenance of a variety of statistical reports and surveys on a monthly and annual basis; ensures that mandated federal and state reports are accurate and submitted on a timely basis.
- Oversees short term and long term planning for the library facility; ensures appropriate safety measures are in place for the library facility.
- Plans, organizes, directs, controls, integrates and evaluates the work of all library staff, including faculty; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual department budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of assigned staff; directs and oversees the selection of managers and staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives, and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- With members of Senior Management, participates in the development and implementation of College strategic plans, goals and objectives including Guided Pathways; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Provides strategic vision and leadership for library programs and services by working effectively with District managers, administrators, faculty and staff as an advocate for the library in accord

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with the District's mission and in compliance with federal, state and institutional requirements.

- Makes presentations to the Board of Trustees, Cabinet and to other District groups.
- Serves on committees and represents the District at local, regional, state, and national conferences, meetings, workshops and training seminars.
- Participates in participatory governance committees, processes and initiatives.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

### OTHER DUTIES

- Oversight of the Teaching and Learning Center, faculty and staff.
- Supervises library revenue-collection programs and processes ensuring all fiscal regulations are followed and safety measures are in place.
- Participates on special projects including accreditation.
- Performs related duties as assigned.

### Minimum Qualifications

#### EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited college or university with a master's degree in library science or library and information science (MLS/MLIS), **AND**
- At least five (5) years of progressively responsible professional library experience of which three (3) years were in a lead or supervisory role; **OR**
- An equivalent combination of training and experience.

#### Desirable:

- Experience in an academic library setting.

[\\*Equivalency Application Form and Process link](#)

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***Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree?*** To determine whether your current education, or exact discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

**Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration** by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

***Still working on completing your degree?*** Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Library operations, particularly in an academic institution, and daily activities, including services, collection development, reference, instruction, and use of technology.
- Current and developing trends in libraries, publishing, and higher education; including but not limited to library consortia, discovery layers, open educational resources (OER), accessibility, critical librarianship, culturally responsive library services, the ALA Code of Ethics, and Guided Pathways.
- Professional organizations and conferences relevant to academic libraries serving diverse student populations.
- Values and priorities of a community college library and a Hispanic Service Institution, including culturally responsive and equity-minded library programs and services that look holistically at the #RealCollege experience
- Ability to manage a complex budget including employees, collections, technology, and facilities.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement; Basic principles and practices of organizational improvement, equity and culture change.
- Applicable federal, state and local laws, rules and regulations; Safety policies and safe work practices applicable to the work being performed.
- Research methods and analysis techniques.

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- Principles and practices of strategic planning, effective management and supervision, and sound business communication.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

- Plan and direct the activities of an academic library, including services, collections, reference and instruction, technology integration and upgrades, and facilities planning.
- Develop a shared vision and work collaboratively with staff, full-time faculty and part-time faculty in a collegial and inclusive environment; identify strategic priorities and lead a diverse team.
- Train, supervise, and evaluate faculty and staff; encourage professional development and participation in college initiatives, committees, and events.
- Plan and assess library programs and services from an equity mindset; use data and patron feedback to understand student needs and minimize barriers to access; develop culturally responsive and inclusive programs and services
- Prepare reports and data on library programs and services; coordinate representation of the library in administrative and college wide meetings; work collaboratively to integrate library services into academic programs and initiatives; represent and advocate for library programs and services; network with local libraries and community members.
- Engage in short term and long term facilities planning; work with a diverse team to assess facility needs and engage stakeholders.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Work collaboratively with College deans, directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues; analyze and make sound recommendations on complex library-related issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive and collaborative work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing; make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with various college, community and regional

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committees.

- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **Additional Information**

### **APPLICATION PROCESS**

#### **Required for submission:**

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and translations are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Official Transcripts**

As part of the onboarding process, you are expected to submit *official* college transcripts within 30 days of hire.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**



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**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4694207/director-library-programs-and-services>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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**Contact**

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