



East Central

TECHNICAL COLLEGE

POSITION ANNOUNCEMENT

POSITION 9025: Librarian, Coffee Campus

DEADLINE: Until Filled

DESCRIPTION

- Administer and manage library operations
- Plan, organize, and supervise library services to support instruction and meet the technical college's objectives
- Provide budget input and supervise expenditures for the library
- Represent the technical college on matters concerning libraries, and when appropriate, instructional media and emerging instructional technologies
- Provide input into supporting the operation of distance education and on-line instruction
- May supervise subordinate employees
- Assist library users and maintain accurate records
- Select, order, process, and maintain up-to-date library resource collections, to include available online resources as well as hardcopy library resources
- Manage reference services for the college
- Act as liaison between library director, staff, and the department
- Prepare and submit various internal and external narrative and statistical reports and disseminate information

MINIMUM QUALIFICATIONS

- Master of Library Science degree from an American Library Association (ALA) accredited institution

PREFERRED QUALIFICATIONS

- Five years experience in management of a comprehensive college library *and* one year experience in the delivery of online WEB based training development
- Experience with the Library Solutions library automation system

SALARY/BENEFITS INFORMATION

Salary is commensurate with experience and education. Benefits include 12 paid state holidays, 15 days accrued annual and 15 days accrued sick leave, and the State of Georgia Flexible Benefits Program. Retirement program offered through TRS or GSEPS.

APPLICATION PROCESS

Submit the following to Deborah G. Smith, Director of Human Resources, 667 Perry House Road, Fitzgerald, GA 31750:

- a signed East Central Technical College application
- current resume
- copy of transcript(s) or certifications

To obtain an application, access our website at <http://www.eastcentraltech.edu/jobs.htm> or call 229-468-2027. You may also apply in person.

All positions require a pre-employment criminal background investigation and employer/professional reference check. Some positions additionally require a motor vehicle record search, credit history, and drug screen.

As set forth in its student catalog, East Central Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries regarding nondiscrimination policies may be directed to the Director of Human Resources (Title IX and Section 504 Coordinator), 667 Perry House Road, Fitzgerald, GA 31750, 229-468-2027.