

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Director, Library Services

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-1827

**STATUS & GRADE:** E-NC

**DATE:** 09/2003

**DEPARTMENT:** Library

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Master's degree in Library Science from an ALA accredited program. Doctorate preferred. Proven, extensive, and substantive administrative experience as a professional librarian in an increasingly responsible positions. Experience as an assistant or associate director of a university library or director of a college library highly desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE AND PURPOSE OF POSITION:** This position is responsible for the overall administration and direction of the University's library program.

**SUPERVISION GIVEN AND RECEIVED:** This position is under the supervision of the Vice President of Academic Affairs. It supervises the Head of Technical Services/Head of Public Services/Head of Special Collections/Secretary.

**PRIMARY RESPONSIBILITIES:** Directs and coordinates the activities of the various library divisions, assigning staff members in the best interest of the department. Prepares and administers the departmental budget within guidelines set forth by the University administration. Be responsible for policy interpretation to Library users and act as arbitrator in policy disputes at any level. Be responsible for the planning and implementation of new or improved services and concepts. Maintains public relations and further the interest in, and for, the Library in the community, on the campus, and in the profession. Supervises the staff through the various departments. Recruit, interview, and employ full-time staff members. Be responsible for the growth, development, and balance of the Library collection. Be responsible for special use of the building by individuals or groups and maintain a schedule of these requests. Encourages and acknowledges gifts to the Library and interpret the use of these donations in terms of an accepted acquisitions policy. Completes all surveys and record statistics of Library holdings and growth, submitting reports of these when requested. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Contacts with all departments on campus and outside agencies and officials as required.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**