



**Office of Human Resources
Job Description**

Dean, Learning Resources

Position Profile:

Under the direction of the Vice President, Academic Affairs, the Dean, Learning Resources leads and directs the Library and Learning Resources programs and planning for the District. In collaboration with staff and faculty members the Dean is responsible for the development and implementation of Learning Resources programs and delivery of services. The Dean also manages Library operations and services. The Dean serves as a member of the Academic Affairs administrative team and provides leadership and support for the academic operations of the college.

Primary Duties and Responsibilities:

- Provide administrative leadership and direction for the District's Library and Learning Resources.
- Oversee all Library staff and operations. Facilitate the ongoing development of the Library as an instructional resource that integrates the use of innovative technology, engages with the College community, collaborates with departments, and sustains a vibrant research and learning community.
- Monitor faculty load and assignments for the Library.
- Provide supervision and direction to the Director, Supplemental Instruction and Tutoring and the Associate Dean, Instructional and Student Programs.
- In collaboration with staff and faculty engage in planning and implementation of Library services and resources as well as course offerings. Direct satellite campus and online Library services. Develop the Library schedule for each academic session in response to student need and in support of the schedule of classes.
- Support the development of library and instructional materials and resources in support of classes and programs.
- Provide administrative leadership for instructional support services including learning laboratories and instructional assistance in multiple academic disciplines, tutoring, and supplemental instruction in order to promote student engagement and success. Assist in the development of online learning resources to support student success.
- Serve as a liaison between instructional support services and the campus community for the purposes of assessing and planning program services and needs.
- Support, implement, and promote technology as related to Learning Resources.
- Develop and monitor area budgets.
- Work with administrative and faculty leadership to engage in short- and long-term instructional resource planning for the District.
- Engage in participatory governance processes and activities and serve on other college committees as assigned.

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Dr. Chui L. Tsang, Superintendent and President

- Serve on faculty hiring and evaluation committees.
- Participate in accreditation and program review processes.
- Ensure compliance with regulations, district policies, and collective bargaining agreements.
- Serve as a liaison with the Office of Human Resources and Payroll Departments.
- Engage in the recruitment and hiring of faculty and staff.
- Supervise administrators, faculty, and classified staff members.
- Assume leadership for projects and perform other duties as assigned.

Qualifications:

The qualified candidate must possess a master's degree or the equivalent from an accredited institution and have at least three years of leadership experience reasonably related to the administrative assignment.

Must be sensitive to and have awareness and understanding of the academic, socioeconomic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Preferred qualifications:

Preferred qualifications include a Master's of Library Science or Library and Information Science or the equivalent, and recent successful experience in library and learning resource administration or experience as a department or division chair or director or dean as well as teaching experience in higher education. Competitive candidates will have:

- The ability to work effectively as a member of the administrative team to realize the College's vision, mission, goals, and institutional learning outcomes.
- Knowledge of online library and learning resources.
- Willingness to adopt a "hands-on" approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities;
- Excellent written and verbal communication skills in addition to excellent interpersonal skills dealing with all college constituencies and members of the public;
- Strong computer skills and the ability to work with technical staff in developing technology solutions;
- Creative problem solving skills;
- The ability to lead in a participatory governance environment by emphasizing collaboration and consensus building;

Personnel Management:

This position supervises classified personnel and managers.

Knowledge, Skills, and Abilities:

- Ability to effectively perform the duties and responsibilities of the position;
- Possess excellent written, oral and interpersonal communication skills;
- Skill and ability to relate and work with people and systems from diverse cultures and bureaucracies;
- Ability to create a safe, collegial environment for faculty and students;

- Skill and ability to reconcile divergent views of others;
- Work collegially, communicate openly & effectively;
- Knowledge of and ability and skill to plan, implement and evaluate instructional programs;
- Knowledge of and ability to interpret and comply with applicable laws and codes relevant to the assignment;
- Knowledge of the statues, regulations, and principles that guide participatory governance;
- Ability to develop and maintain effective relationships with faculty and with staff;
- Ability to develop, administer and manage a complex budget;
- Ability to supervise academic and classified personnel assigned to instructional and instructional support programs;
- Ability to work in collaboration with District's Campus Counsel to ensure compliance with laws and regulations governing academic issues.

HR: 03.04.2015