



SHORELINE COMMUNITY COLLEGE
invites applications for the position of:

Associate Dean - Library Services

SALARY:	\$80,000.00 /Year
OPENING DATE:	02/28/17
CLOSING DATE:	03/19/17 11:59 PM

JOB SUMMARY:

Shoreline is a comprehensive community college offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its global community. Located on 83 acres just 10 miles north of downtown Seattle, Shoreline is situated among native evergreens with a campus full of brilliant colors during spring, summer and fall seasons.

Shoreline seeks employees who are enthusiastic about working with students, colleagues, and members of the community in an environment dedicated to equity, inclusiveness, and self-reflection. Through a collaborative strategic planning process, we are creating a shared picture of a future that we can all be proud to have developed. Over the next several years, employees will work together to help the College chart its course and ensure we deliver on our commitment to provide outstanding teaching, learning, and support services to our students. If you are motivated by student success and are ready to engage with others to support student learning and achievement, Shoreline welcomes your application to join our team.

The Ray W. Howard Library is committed to teaching, creating, and managing powerful resources in collaboration with students, faculty, and staff. We connect people with knowledge and create lifelong independent learners. The Library is technologically innovative, within a limited budget, with librarians who are known for collaborative approaches to conceptual information literacy. Shoreline librarians contribute regionally and nationally to the conversation about information literacy. New librarians are mentored to teach conceptually, and to provide information literacy instruction at a curricular level in order to reach as many students as possible. Current challenges include allocating physical space within a building that houses multiple programs including tutoring and academic learning centers. The Library aligns its program with the College strategic plan in order to support student success.

Under the general direction of the Dean of Social Sciences, Library, and Parent Child Center, the Associate Dean of Library Services will provide leadership, vision, direction, and supervision to students, faculty, and staff. The Associate Dean will have responsibility for creation, oversight, and implementation of Library Services goals as they relate to the strategic plan.

Primary Responsibilities include:

- Develop, direct, and monitor the implementation of goals, objectives, policies, procedures, and work standards that assure legal requirements and College/department/division/unit mission requirements and goals are met

- Manage physical Library Services and Learning/Tutoring Center spaces within the Library building
- Act as a liaison between Library Services, Math Learning Center, Tutoring Services, and The Writing & Learning Studio
- Prepare/administer Library Services budget, including determination of staffing and operational requirements; approve and monitor expenditures
- Participate in the development/implementation of College-wide policies, procedures, guidelines, and campus initiatives
- Promote partnerships with external educational, professional, and business communities
- Represent department, division, or unit within the College, in the community, in professional organizations, and with state boards, commissions, and other agencies
- Promote cultural responsiveness in interactions with students, faculty, and staff who span a diverse range of languages, nationalities, ethnicities, socioeconomic levels, identities, and educational experiences
- Monitor compliance with state, regional, and specialized accreditation standards
- Serve as Copyright Officer for the College
- Manage applicable provisions of negotiated employee collective bargaining agreements
- Promote an environment supportive of the College mission, vision, and strategic plan, and of student-centered services and teaching excellence
- Foster a climate of equity and belonging through multicultural awareness and competence
- Establish and maintain collaborative relationships with campus partners, including instructional and technology departments, to ensure provision of resources and services in support of teaching and learning
- Evaluate and mentor faculty and staff while promoting professional development
- Keep abreast of new trends and innovations in academic libraries by reading current literature, communicating with colleagues, and participating in professional meetings and workshops
- Participate in the selection, hiring, and other personnel decisions as needed
- Provide campus-wide leadership and support of issues related to Library and Information Services
- Perform other duties as assigned

QUALIFICATIONS:

REQUIRED EDUCATION & EXPERIENCE:

- Master's Degree in Library and Information Science, Library and Information Studies, or Library Science from an American Library Association accredited institution
- Three (3) years of progressively responsible experience in contemporary library service, including librarian, management, and/or supervisory experience

CONDITIONS OF EMPLOYMENT:

PHYSICAL WORK ENVIRONMENT:

Ability to work in a standard office setting, use standard office equipment and physically attend meetings both on and off campus, ability to communicate in person or through appropriate means. Ability to work weekends and evenings when appropriate or needed is required.

TERMS OF EMPLOYMENT/SALARY:

This is a full-time administrative/exempt annually contracted position with initial salary placement determined by the College dependent upon education/experience. Hiring of this position is contingent upon available funding as determined by the College President.

OTHER CONDITIONS:

In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire. Other conditions that may apply will be detailed upon the offer of employment. This position is overtime exempt.

REQUIRED MATERIALS:

To be considered for this position, please submit the following:

- NEOGOV online application/profile
- Letter of interest addressing each qualification
- Current resume
- Supplemental Questions
- Unofficial Transcripts documenting highest degree (official required upon hire)

Please Note: Once application materials have been submitted, you may not modify the application.

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The College is committed to an environment which reflects our multicultural and global societies. Shoreline provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. Persons with disabilities needing assistance in the application process may call the Human Resources office at 206-546-4769 or TTY at 206-546-4520.

Shoreline Community College maintains a smoke-free/ drug-free work environment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.shoreline.edu/hr/default.aspx>

Position #00342
ASSOCIATE DEAN - LIBRARY SERVICES
SD

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Shoreline, WA 98133
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Associate Dean - Library Services Supplemental Questionnaire

- * 1. What challenges do you see in building an inclusive, equitable community college library, and which approaches would you take to meeting those challenges? Give specific examples based on your experience.
- * 2. Describe your communication style and management philosophy using specific examples from your professional experience.
- * Required Question