



Position Title: Library Director	Reports to: Dean of Academic Success
Department: Academic Affairs	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 25-4020	Last Updated: 07/07/2023
Home Campus: Keshena Campus	Post Status: Second Posting - OPEN
Grant Funded: Partially Grant Funded	Application Deadline: April 23, 2024 at 4:00 P.M.

Position Summary: This position is responsible for the oversight, development, and operation of the College of Menominee Nation Library. This includes but is not limited to, the management of personnel, budgets, community and public relations, acquisitions, integrity of the catalog, and circulation. The Library Director will play an integral part with public relations and creative programming. The Director is available to library patrons for reference and research assistance. The Director will cooperate with faculty and students in developing their library and informational skills. In addition, the Director ensures communication is continuous with all CMN academic and non-academic departments, attending curriculum committee meetings, other departmental meetings, communicating to the school the array of library services, resources, and programs.

1. Position Responsibilities & Duties:

- a) Library Management 45%
- b) Assume leadership of all operations on the development of the library. This includes a development plan for all areas.
- c) Work closely with the Development Director, Marketing committee, and Recruiter to promote the Library and its programs to the tribal and library communities.
- d) Provide supervision and delegate responsibilities to the library staff, while maintaining a positive working environment, and schedule professional development opportunities.
- e) Prepare and monitor annual budget.
- f) Prepare monthly, quarterly, and yearly reports for the CMN Administration. Maintain accurate records and documentation of library costs. Provide to the finance Office the required documentation and financial forms when necessary, and on time.
- g) Research and write grants that may provide funding for the library projects when appropriate, including the annual Institution of Museum and Library Sciences (IMLS) Tribal Libraries grant.
- h) Manage grants received by the library, ensure work objectives are attained, and resources are used wisely, maintain records, and submit timely reports.
- i) Collect pertinent data for reporting purposes and analysis.
- j) Maintain membership in the Association of College Research Libraries (ACRL), and stay abreast of current developments in the library field by attending workshops and professional meetings, and reading current literature.
- k) Develop and recommend a Library Mission Statement, Policy and Procedures concerning the library operations, and programs – Standard Operation Procedures (SOP); including a library manual for students, faculty, and community usage to be approved by the Administration and pertinent committees.
- l) Develop and present special programs, such as lectures, instructional activities, and guest cultural performers to extend the library services and facilities into the community.

m) Attend all meetings as required by the position.

n) Establish a Library Advisory Board comprised of the Library Director, CMN staff, and/or faculty and enrolled Menominee with conjunction of Menominee Indian Tribe of Wisconsin (MITW).

o) Develop a core of community members to serve as volunteers and advisory capacity to the Library Director.

2. Collection Management (Standard, Special, Archives, Media): (25%)

a) Evaluate and maintain library collections as guided by the creation of a Library Collection Development Policy.

b) Insure that the Library's mission and purpose are reflected in its collections, and develop the Collection Management Policy to reflect the needs of new or expanded programs and changes in the college curriculum.

c) Be informed of curriculum resource needs and, inform the faculty of the library holdings and collection needs.

d) Work with the Academic department representatives, and purchase books and periodicals as funds allow.

e) Weed the collection as necessary to ensure that resources are updated, repaired, and appropriated.

f) Collaborate with other Universities, Colleges, community libraries, and the Wisconsin Historical Society to ensure a smooth transition of inter-library services for consumers, and ensure that appropriate archival standards are followed.

g) Develop and maintain a records management plan for CMN, including surveying CMN records and establishing procedures to ensure those records are available for institutional needs and research.

h) Identify and acquire resources for a special collections room to assist with research on American Indians with an emphasis on the Menominee Tribe.

3. Library instruction: (20%)

a) Provide leadership in developing a user education program, based on the Association of College and Research Libraries (ACRL) Information Literacy Standards to train students and other library patrons in library research and information skills.

b) Work with staff and faculty to develop library instruction that complements the research and assignments required of CMN students.

c) Provide reference and reader's advisory services to patrons as needed.

4. Administration: (10%)

a) Insure that the Library's computerized circulation and catalog system is functional and appropriate to its needs.

b) Through research on technological development in libraries, recommend the purchase and use of available, and appropriate hardware and software for the library when funds are available in cooperation with the Informational Technology (IT) department, other pertinent departments, and committees.

c) Recruit and recommend the employment of library personnel, including but not limited to; transfers and/or terminations with proper documentation. This includes performance evaluations, scheduling hours, and holding regular meetings. Ensure all staff is trained to perform their job responsibilities.

d) Supervise and oversee the training of the work-study employees.

e) Maintain current job position descriptions of library staff.

f) Other duties assigned for the overall success of the College.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor in library science, library, and information science, OR the equivalent plus three years of progressively responsible library administration experience, including supervisory capacity

- Demonstrated ability to work effectively with the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Strong service orientation, flexibility, effective oral and written communication skills.
- Substantial knowledge of automated access services, activities, and systems
- Strong project management, organizational, and analytical skills
- Knowledge of both traditional and emerging academic library services, including public services, technical services, instructional technology, and open educational resources
- Library instruction schedule may include evenings and weekends, as well as visits to other sites

Desired Qualification:

- Possess a Masters of Library Science Degree from an accredited college or university
- Demonstrated teaching ability, a strong commitment to student learning, and enthusiasm for teaching and/or providing reference services in an undergraduate setting.

Reporting to this Position: Library Staff

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/classroom environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment including; copy, scan, print, fax machines, computers, calculators, and telephones.

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)

- Three Professional References
- Copy of valid WI driver's license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation.
Incomplete application packets will not be considered.**

Application materials can be mailed to:

**College of Menominee Nation
Attn: Human Resources
P.O. Box 1179
Keshena, WI 54135**

Or

**Email to: hr@menominee.edu
bsanapaw@menominee.edu**

An online application is available at <http://www.menominee.edu/careers>

Posting closes on April 19, 2024, at 4:00 P.M.

Second Posting [OPEN](#)

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-1**