

**POSITION DESCRIPTION SUMMARY**  
**Jan. 2015 Update**

**Job Title:** Director of Library Instruction and Technology

**Department:** Cowles Library

**Reports To:** Dean, Cowles Library

**Classification:** Library Faculty, Exempt

**Supervises:** **Direct Reports:** Library Faculty (6), Exempt Staff (1), Student Assistants

**General Summary:** Provide leadership and library-wide coordination in the areas of library instruction and technology. Chair Library Technology Round Table. Support Information Literacy in the Drake Curriculum. Assist in ongoing and strategic planning and development of the Library.

**Essential Functions:**

- Coordinates and provides library-wide leadership in the areas of library instruction and technology. Supervises line staff and Library faculty who provide service and instruction in these areas. Responsible for coordinating the development activities of these faculty and staff. Coordinates overall assessment of library instruction.
- Chairs Library Technology Round Table (LTRT), a standing cross-departmental group that includes Cowles faculty and staff as well as DTS (Department of Technology Services) staff. LTRT provides central coordination and communication of technology initiatives.
- Provides library-wide leadership in, and university-wide promotion of, the role of Information Literacy in the academic curriculum.
- Participates in budgeting activities of the Library, especially the strategic use of Information Technology funds to enhance the Library's digital, instructional, and Web offerings, as well as technical needs of the Information Commons.
- Serve as permanent member of: Library Management Council and Library Budget Committee.
- Serves as interim Dean in cases of temporary absence of Library Dean.
- Communicates positively and effectively with library colleagues (in administration and those in line positions), as well as with university contacts, to foster and maintain a focused customer service orientation.
- Directs the development and selection of collection resources (print and digital) for the College of Business and Public Administration. Advances and promotes access, availability and awareness of material through subject portals and other awareness services.
- Serves as Library Faculty Liaison to College of Business and Public Administration; maintains awareness of CBPA activities and needs; communicates and promotes library resources and services to the College.

**Additional Duties:**

- Serves on library and university committees
- Participates in the ongoing evolution of the library's strategic plan, annual program planning, and budget development
- Responsible for preparing departmental budget requests, as well as management and statistical reports
- Participates in appropriate library public service activities

**Principal Working Relationships:**

- Works closely with Coordinators and other librarians as necessary.

- Works with other Cowles faculty and staff members on committees and cross-functional teams and working groups.
- Works with Drake faculty, staff, and students on University-wide committees and/or state-wide collaborations. Works extensively with faculty in the College of Business and Public Administration

**Knowledge, Skills  
And Abilities:**

- Demonstrated working knowledge of current issues in information literacy and information technology
- Ability to plan, organize, motivate, and promote
- Appreciation for user needs and services, with public relations skills
- Effective supervisory / management techniques
- Demonstrated leadership qualities
- Demonstrated problem-solving skills
- Ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes
- Ability to effectively express self orally and in written communications

**Qualifications:**

- Master's degree in Librarianship from an ALA accredited library school
- Five years of academic library experience, at least three in an administrative role
- Knowledge of computers (Windows, Mac, and Unix based) and evolving trends in computer and Web technology
- Working knowledge of current issues in: information literacy, Web development, and computer technology