

# Director of Library Services – Portland

Hours: 40 hours/week (1.0 FTE)

**Accountability:** Academic Dean

**Position Summary:** The Director of Library Services is responsible for the library personnel and operations serving the Western Seminary system. The director is a voting member of the faculty, and the library is part of the academic department. While based in Portland, the library is responsible for serving the global Western community.

## **Essential Duties/Functions:**

- In conjunction with the mission of the school and in accordance with all accreditation standards, the Library Director sets the vision for and maintains all operations and services of the library,
- Leads information literacy activities. This includes reference interactions, class presentations, faculty discussions, etc.
- Represents the interests of the library and Western Seminary in its relationships with collaborating organizations and the public.
- Hires and supervises all library staff.
- Prepares and maintains all library budgets.
- Guides the strategic development of library collections.
- Participates in professional development memberships and activities as appropriate.
- Manages the library's discovery system and oversees electronic resources through their whole life cycle, including purchasing, implementation, ongoing support, evaluation, and cancellation or renewal

## **Qualifications:**

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Required: MLS from an ALA-accredited institution; Desired: additional masters degree in a relevant subject area.
- Required: five years of library experience; Desired: evidence of leadership experience.
- Demonstrated effectiveness in thinking and planning strategically, operationally, and collaboratively.



- Demonstrated effectiveness in building and leading teams.
- Demonstrated effective communication with peers, students, and public, both orally and in written form.
- Demonstrated effectiveness using all necessary technology inherent in modern librarianship.