McNeese State University

**Position:** Library Director  
**Department:** Frazar Memorial Library  
**Reporting Authority:** Provost and Vice President for Academic and Student Affairs

The Library Director, reporting to the Vice President for Academic and Student Affairs, supervises the operation and development of the library program with the responsibility for the administration, supervision of staff, planning and administering the budget, and all matters of library policy.

**Position Status:** Full-time faculty

**Qualifications:**

- Master’s degree in library science from an ALA-accredited institution
- Five years experience in an academic library with at least three years at an administrative level
- Demonstrated ability to communicate effectively
- Knowledge of library management systems
- Knowledge of budget development and implementation

**Duties and Responsibilities:**

1. Prepares reports for the university administration, state and federal agencies, and other pertinent organizations.
2. Participates in collection development by suggesting materials to be added to or deleted from the collection.
3. Evaluates faculty librarians annually.
4. Makes recommendations to the administration for employment of staff and faculty.
5. Serves as a member of Academic Advisory Council.
6. Interprets library policy and library services to the university community.
7. Cooperates with other libraries in the region and state.
8. Establishes and maintains effective relationships with students, staff, faculty, administration, and the community.
9. Develops the library budget and coordinates expenditures of all funds which are allotted for library materials and services.
10. Supervises all library departments and keeps all personnel informed of university
procedures and policies.

11. Makes recommendations to the administration for needed improvements of the physical plant and its facilities.

12. Promotes the library as a cultural center and vital part of the university and community.

13. Keeps abreast of trends and changes in libraries and librarianship, especially in the areas of automated library systems, networks, and resource sharing.

14. Plans and develops library policies, procedures, services, and resources to meet the curriculum and research needs of the university.

15. Possesses the knowledge of and ability to apply new technologies.

16. Participates in professional activities at a local, regional, state, and national level.

17. Other duties as assigned by the VPASA.

Revised 3/6/13