Job Summary

The Library Director provides leadership for library services and resources in support of student learning, academic programs, and faculty teaching and research. Reporting to the Vice President of Academic Affairs or designee, the Library Director oversees the operation of the library, which also includes the Suber Archives. The Director of the Frank and Laura Lewis Library is a non-tenure-line *ex officio* member of the faculty.

**Job Duties (but not limited to):**

- Develop and manage the library budget
- Develop and promote library resources, collection, technology, and services
- Provide leadership for information literacy and fluency plans as part of the general curriculum
- Recruit, manage and develop library faculty and staff
- Represent the library to the college administration and external community
- Maintain and develop library policies
- Advocate for the library's needs
- Provide ongoing assessment of library's resources and services
- Stay informed about changing information trends and plan accordingly
- Serve as library liaison to selected departments
- Provide library instruction for liaison departments
- Perform collection development in liaison subjects
- Provide research assistance to students and faculty
- Support the college's engagement programming in the community as well as across the state and region

**Minimum Qualifications**

M.L.I.S. degree from an ALA accredited program required. Minimum of 8 years of experience in an academic library. Minimum of 2 years management experience in an academic library, or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

Ability to motivate and supervise

Strong customer service skills

Demonstrated strong organizational skills with high attention to detail

Knowledge of and experience using MS Office (Word, Excel, PowerPoint)

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**Required application documents include:**

- A letter of interest describing the alignment of the candidate's qualifications with the position requirements
- Current curriculum vitae
- Contact information (only) for three professional references.

LaGrange College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status or any other legally protected status.
About LaGrange College

LaGrange College, founded in 1831 and affiliated with the United Methodist Church, is the oldest private institution in Georgia. While most of LaGrange's students hail from Georgia and surrounding states, the institution has an extended reach, attracting students from many US states and ten countries around the world. With a diverse student body of approximately 700 undergraduate and graduate students, LaGrange is a regional leader in experiential learning, offering students multiple opportunities for international study, internships, community-based learning, and collaborative research with faculty members. The most popular undergraduate majors are business, exercise science, psychology, and visual and performing arts. In addition, LaGrange offers master’s degree programs in education, teaching, and clinical mental health counseling. Finally, the college is a member of the NCAA's Division III, fielding eight men’s and eight women’s athletic teams. The LaGrange College men's baseball team finished third in the 2022 NCAA Division III World Series.

About LaGrange, Georgia

Located in LaGrange, Georgia (pop. 30,000), LaGrange College is ideally situated about one hour southwest of Atlanta. An inviting community that combines a modern entrepreneurial lifestyle with a sense of traditional Southern charm and old-fashioned hospitality, LaGrange is home to several Fortune 500 companies, historic landmarks, unique shops, a revitalized and thriving downtown, green spaces including a 30-mile-long paved trail called The Thread, and restaurants for every taste. Area attractions for children and adults range from fine arts, including an art center, symphony, and performing arts; to great outdoor life, including Callaway Gardens, West Point Lake, Pine Mountain, and FDR State Park. LaGrange also provides its residents an excellent recreational program.