

Director of Library Position Opening



Office of Human Resources
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Education for a Lifetime... Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Located on the Casper College Campus, the Goodstein Library collection is 125,000 volumes, used by over 1,500 people per week during the academic year, and circulates more than 13,000 books annually. The Director position is responsible for developing and maintaining policies and operating procedures for an effective organization with proper facilities, staffing, planning, and management of financial resources.

Duties include:

- Supervision of library staff including three faculty librarians on nine-month contracts, and six non-exempt staff members.
- Coordinate and supervise fiscal resources, including budget preparation, analysis and management and grants in cooperation with the Casper College Foundation.
- Implement and maintain effective and efficient operation
- Direct initiatives and programs for collection development, technology, and services.
- Develop and foster a productive public relations program to successfully connect with library users and other libraries locally and around Wyoming.
- Facilitate cooperation and collaboration with the Wyoming Community College Library Consortium, the Wyoming State Library and the WYLD Consortium, and the University of Wyoming Libraries.
- Promote active participation in local, state and national professional associations, including professional development for library personnel.
- Organize and lead faculty advisory board.

Qualifications

- A Master's degree in library and information science from an ALA-accredited program, or an equivalent combination of education and experience, is required.
- Knowledge and experience with automated, integrated library, information and instructional technologies are critical.
- Demonstrated leadership and organizational skills, oral and written communication skills, problem-solving abilities, and the ability to be an effective library advocate are essential.
- Grant writing experience and prior professional experience with increasing levels of responsibility are highly desirable.

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume
- List three references showing relationship and complete contact information
- Transcripts of all college work, graduate and undergraduate (official transcripts will be required if employed)

Announcement date: January 25, 2010

Applications accepted through: March 15, 2010

Desired Starting date: July 1, 2010

Salary: commensurate with education and experience

Note: this is a full time, 12 month position, eligible for full benefits