

## Library Director

### JOB POSTING

<b>Division:</b> Heritage College & Seminary	<b>Job Location:</b> Library
<b>Reports To:</b> Vice President of Academics	<b>Department:</b> Seminary Academic Support

## About Heritage College & Seminary

Heritage College & Seminary exists to glorify God by partnering with churches in providing a biblically based education equipping men and women for life and ministry in the church and in the world.

Formed in 1993 from the merger of two respected institutions, Heritage has a rich history in providing academic excellence in the delivery of programs that help to shape biblical insight. The school is a place of worship that celebrates and cultivates God-given talents that make it possible for its graduates to Major in the Word of God, so they can help churches make a world of difference.

## About the Role

Reporting to the VP of Academics, the primary objective of the Library Director is to act as the caretaker and manager of Heritage College and Seminary library. The Library Director is expected to perform the duties of the position consistent with Heritage's Mission, Vision and Values, all Heritage's policies, and procedures and within an interdisciplinary Heritage team environment (Alumni, Faculty, Staff, Volunteers, etc.).

The Library Director will be a motivated, self-directed, innovative, and service-orientated librarian to work on a full-time basis. The position will be responsible for providing library instruction to students, reference services across all subject areas, and assistance in library projects as needed. Duties may occasionally be conducted in the evening or at the weekend.

## Key Responsibilities

### Library Management

- The candidate will be responsible for the day-to-day operations of the library, supporting the research and information needs of students and faculty.
- Review and maintain a written learning resource purpose statement, consistent with the institutional mission and educational outcomes.
- This individual will also establish and oversee all policies, procedures and facilities related to the management of the library, as well as other learning resources, to ensure adequate access to and security of learning resources.

- Recruit, supervise, schedule, and evaluate all library staff.
- Advocate for sufficient funding, staff, facilities, technology, and practices to procure and maintain needed learning resources and services for all instructional modalities used by the Institution. Oversee the library's budget and all expenditure.
- Acquire, catalogue, and organize all library resources. Purchase resources in accordance with the collection development policy.

### **Oversee the Learning Centre**

- Collect and evaluate data to assess resource utilization by the learning community. Ensure that Heritage possesses a collection of learning resources that is appropriate based on the curriculum, course offerings, age of resources, usage, and formats.
- Document any participation in available library networks and/or cooperative arrangements that involve the use of other resources.

### **Support Faculty Initiatives**

- Participate as a faculty member in curriculum planning, analysis of resource adequacy, selection of resource materials and development of library policy.
- Collaborate with the Heritage information technology team.
- Implement and foster a welcoming and relaxed learning environment, ensuring exceptional information and customer service.
- Actively engage in Library layout and design for optimal function and study
- Provide reference and research support across multiple channels. Ensure that curricular requirements, instruction, and reference services are designed to teach information literacy skills to the learning community.

### **Qualifications**

- Minimum of three (3) years' experience in a library sciences leadership position.
- Completion of an ALA (American Library Association) accredited master's level degree
  - Eligible Canadian degrees – MLIS-UWO or UBC; MIS – U of Ottawa; Master of Information – U of T.
- Leadership/managerial experience
- Biblical/theological education an asset
- Able to provide timely and concise information to others both orally and in writing.
- Able to express and present thoughts, opinions, preferences, and complex ideas clearly, succinctly and in an understandable manner.
- Encourages honesty, trust, and respect in relationships with others.
- Strong facilitation and collaboration skills
- Ability to support the values and mission of Heritage College & Seminary.