

## State of South Carolina

### Dean of Library Services

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Bamberg County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	146263
<b>AGENCY</b>	Denmark Technical College	<b>DIVISION</b>	Academic Affairs-Learning Resources Center
<b>OPENING DATE</b>	07/14/2023	<b>CLOSING DATE</b>	Continuous
<b>RESIDENCY REQUIREMENT</b>	No	<b>CLASS CODE:</b>	UH06
<b>SLOT NUMBER:</b>	0001	<b>POSITION NUMBER:</b>	020792
<b>NORMAL WORK SCHEDULE:</b>	Other	<b>NORMAL WORK SCHEDULE (OTHER):</b>	Monday - Thursday (8:00 - 5:30); Friday (8:30 - 12:00)
<b>PAY BAND</b>	Unclassified	<b>OPENING DATE</b>	07/14/2023
<b>EEO STATEMENT</b>	Equal Opportunity Employer	<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	The College's primary service area is comprised of Bamberg, Barnwell, and Allendale Counties and serving students throughout the state. As an open-door institution, the College provides affordable, post-secondary education culminating in associate degrees, diplomas, or certificates, to citizens from diverse educational and socioeconomic backgrounds. If you would like to make a difference in the lives of students, consider making Denmark Technical College your employer of choice. The College offers excellent benefits for eligible employees and opportunities to contribute to the growth of the Denmark Technical College team. Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine

if an applicant has met the minimum qualifications and additional requirements for the position. Copies of unofficial college transcripts must be submitted for all positions that require a degree. Official transcripts will be required if offered the position. Denmark Technical College provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, - including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability.

**VETERAN PREFERENCE STATEMENT** South Carolina is making our Veterans a priority for employment in state agencies and institutions.

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## Job Responsibilities

Under the general supervision of the Vice President for Academic Affairs, the Dean of the Library Services serves as the principal administrator the Learning Resources and Technology Center. The dean is responsible for the establishment, implementation, supervision, and evaluation of the policy and procedures necessary to meet the institution's mission and the objectives of the Learning Resources Center.

- Manages and provides library services to students, faculty, staff, and the community. Manages the college's archives.
- Manages and supervises professional librarians and support staff.
- Coordinates and supervises all library automation planning, implementation, and upgrades.
- Develops, prepares, and oversees the library's annual operating budget (state and federal) and administers the Fiscal Affairs of the Learning Resources Center.
- Teaches Information Literacy and library orientation classes to students and faculty.
- Assesses the quality and effectiveness of all library programs and services using library standards.
- Performs other professional duties as assigned.
- Participates in local, state, and national professional organizations and activities.

## Minimum and Additional Requirements

Master of Science Degree in Library Science or related field. Two years of experience working in higher education.

Knowledge of library and research databases; strong written and communication skills; knowledge of state, federal, and local archival guidelines; possess the ability to handle multiple priorities, implement time management techniques, and present organizational skills.

## Preferred Qualifications

Two years of experience in a leadership role, preferably in a library or learning resources environment.

### Additional Comments

This position may require overnight travel and weekend and evening hours to support the library and college activities.

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#### Agency

State of South Carolina

#### Agency

Denmark Technical College

#### Address

P.O. Box 327

Denmark, South Carolina, 29042

#### Phone

803-793-5197

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### Dean of Library Services Supplemental Questionnaire

#### QUESTION 1

**How did you hear about this position?**

\* Required Question