



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

**Application Deadline: March 13, 2020, at 5:00 p.m.**

### **HEAD LIBRARIAN**

Full-time, tenure track (175 day contract)

Mendocino College seeks a dynamic and outgoing full-time tenure track head librarian who shares the college's commitment to student success and equity-minded practices. As the sole full-time librarian, the successful applicant will lead by example to create a collegial, collaborative, inclusive, and equitable space dedicated to providing high-quality, innovative services to our diverse student body.

**DUTIES:** Under general supervision of the Dean of Instruction or other academic administrator:

Provides vision, direction, and shared leadership in the development, delivery, and assessment of Library instructional efforts for on campus and distance education students and faculty.

Promotes the library as a student-centered space that provides resources, events and programming for students and the community.

Collaborates with faculty on information literacy resources. Provides instruction in information literacy through the creation of library resources, including orientations; individual work with students; instruction of Library courses; coordinated instruction with other faculty.

Provides in-person and online reference, research assistance, and instruction to students, staff, and faculty.

Works collaboratively with the Writing Center, Learning Center, and other tutoring and support services.

Promotes and provides library services to the students of the college Centers and to online students.

Works closely with IT to provide up-to-date research and technology services to Library patrons. Supervises the development and maintenance of the Library website and other Library platforms such as LibGuides.

Evaluates and maintains up-to-date library resources including print, audio visual, electronic products and on-line services.

Encourages faculty, student, and staff participation in the acquisition of suitable printed and non-print materials; confers with instructors to develop appropriate resources for course offerings; informs users of new materials, equipment, and services.

Provides program and facility planning; develops and maintains the Library budget; recommends staffing needs.

Develops and implements policies and procedures in collaboration with faculty, staff, and student stakeholders to ensure that the Library supports the educational programs of the District.

Provides day-to-day leadership for staff, including training, coordination of tasks, assignment of priorities, and resolving problems; arranges for adequate staff coverage.



---

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

---

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Participates in college-wide activities; coordinates outreach and marketing of library services. Serves as liaison with other libraries and related organizations to coordinate college library services with the community.

Stays current with new technologies and innovations in library services through library literature, involvement in library organizations, and networking with other librarians.

Prepares reports as required; attends meetings and conferences; serves on committees; performs other related duties as assigned by supervisor.

Supervises maintenance of college archival materials.

### **REQUIRED QUALIFICATIONS**

Must meet state mandated minimum qualifications for Library Science: Master's in library science, library and information science, OR the equivalent.

Demonstrated commitment to student learning, equity, and to the success of all students in the open-access learning environment of a community college;

Demonstrated ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities and varied levels academic preparation;

Knowledge of information literacy instruction for in-person and online modalities;

Demonstrated understanding of reference assistance principles

Ability to work effectively with faculty, staff, and students of diverse backgrounds

Familiarity with collection development tools and practices for both digital and print formats, including assessment techniques for library collections

Knowledge of Library of Congress classification and current cataloging practice

Knowledge of library practices and procedures in higher education

Ability to plan, organize, and direct operational activities; read, interpret, and apply policies, rules, and regulations; manage people and resources effectively; compile data and prepare reports; deal effectively with a wide variety of personalities and situations using sound judgment; communicate effectively both verbally and in writing; and work cooperatively as a member of an instructional team, work variable hours including evenings and weekends.

### **Preferred QUALIFICATIONS**

Knowledge of discovery practices and emerging technology trends in academic libraries

Knowledge of emerging online learning initiatives (for example OER and/or ZTC )

Experience developing programming for students and community members



## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

**ASSIGNMENT:** This is a full-time, 175 day contract, tenure track position. The start date for this position will be August 16, 2020. This assignment may include day, evening, and weekend classes, as well as travel to, and instruction at, off-campus centers within the District.

**SALARY AND BENEFITS:** The annual starting salary is \$59,056 - \$84,726 commensurate with education and teaching experience. There is also a stipend for an earned doctorate. The full-time faculty salary schedule is posted at: [http://www.mendocino.edu/tc/pg/1323/salary\\_schedule\\_faculty\\_full.html](http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html). Ten days of sick leave are earned annually. The District provides an outstanding health and welfare package including: family medical, dental, and vision benefits. Employee life insurance is also provided. Faculty participate in the CalSTRS retirement system.

**APPLICATION PROCEDURE:** By March 13, 2020, at 5:00 p.m., please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College academic application and Voluntary Applicant Survey: [http://www.mendocino.edu/tc/pg/1316/forms\\_applications\\_for\\_employment.html](http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html)
- CV including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable. Official copies of transcripts are required upon employment.
- List of four current references.
- Letter of interest addressing qualifications for the position.
- A written response to the following (up to two pages total):
  1. A library can play a significant role in student success and retention. What is your vision for the place of the library on our community college campus? Particularly, how do you see the library supporting our racially diverse, rural, returning and first generation students on the main campus as well as our centers?
  2. Instructional faculty need the support of the head librarian. How will you collaborate with faculty on collections development and information literacy programs?
- If meeting the state-mandated minimum qualifications based on equivalency, attach an equivalency application, available on the college HR website.

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the



## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

---

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*