

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Library/Learning Resources Administrative Manager

BASIC FUNCTION: Under the supervision of the area Dean, is responsible for ensuring day-to-day quality operation in the three District libraries and instructional media centers as well as providing supervision and guidance to all classified staff in the Library/Learning Resources Department.

SUPERVISORY RESPONSIBILITIES: Provides supervision and guidance to permanent full-time classified staff in the Library/Learning Resources Department. Supervises library classified staff at Riverside City College.

REPRESENTATIVE DUTIES:

1. Prepares and maintains statistics, reports, and surveys for state and federal agencies.
2. Develops, plans, coordinates, and prioritizes workload and work areas to ensure smooth workflow (includes scheduling and staffing the operational hours of the three campus libraries, as well as the daily reporting of attendance for the District library resources/instructional media center personnel, both faculty and classified staff).
3. Assists the Executive Dean, Technology and Learning Resources, with District renovation and construction projects (including acting as a liaison between Facilities/Planning, consultants, vendors, and construction contractors), coordinating all communication as deemed necessary. Also assists in monitoring the consultants and vendors purchase order and contract budgets for District renovation and construction projects.
4. Responsible for safety and security issues of the Riverside Campus Digital Library building. Operates and monitors high-tech security systems. Creates and activates security codes and issues codes to designated District staff. Keeps security codes current, and maintains inventory of the Digital Library's security access codes. Monitors Alarm Activity Reports to ensure the security of the building.
5. Acts as primary liaison with the College Safety and Police and the security company to coordinate any scheduled events within the Digital Library, including weekends.
6. Responsible for coordinating the daily general maintenance of the three District libraries and instructional media centers, using District work orders or outside trade vendors, including follow-up until all work is satisfactorily completed.
7. Coordinates microcomputer and technology support for District libraries and Instructional Media Center staff.
8. Oversees paper flow and participates in departmental meetings.
9. Directly supervises library classified staff who work on the three campuses. This includes making decisions and recommendations on hiring, retention, and dismissal of classified staff.
10. Interviews and hires part-time classified staff.
11. Assumes responsibilities for library donations.
12. Maintains policies, procedures, and records for the Library/Learning Resources Department.
13. Prepares or participates in written performance evaluations of Library/Learning Resources classified staff, in accordance with the Board Policy and Collective Bargaining Agreement.
14. Serves as a member of the Management Association.
15. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.

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16. Participates in local, regional, and state activities to promote Riverside Community College District and the community college movement.
17. Communicates with District personnel to provide assistance and information regarding LLRC policies and procedures.
18. In the absence of the Executive Dean, Technology and Learning Resources, serves as a contact person with students, faculty, staff and administrators.
19. Performs other related responsibilities as may be assigned.
20. Serves as a member of the Management Association.
21. Maintains an understanding of current ideas, research and practices pertaining to the area of responsibility for this position, through continued study and participation in professional organizations.

EDUCATION: An associate's degree from an accredited institution is required.

EXPERIENCE: Five years administrative and supervisory experience in a large, complex office setting, experience dealing with vendors, extensive experience working with Microsoft Office 98 or 2000, including Excel, and experience coordinating staff time sheets.

LICENSES/CERTIFICATIONS REQUIRED: n/a

KNOWLEDGE OF: library and/or media terminology and practice and expertise in modern office practices and procedures, including basic methods and practices of record keeping. Must possess excellent verbal and writing skills.

ABILITY TO: work independently, maintain confidentiality, and be able to actively promote a positive atmosphere within the department.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, library personnel, faculty, classified staff, other departmental staff, students, administrators, consultants, and vendors.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.