

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

**JOB TITLE:** Dean, Technology & Learning Resources (Norco)

**BASIC FUNCTION:** Under the supervision of the College President and Vice President of Academic Affairs, responsible for the quality and integrity of all aspects of Norco College's Learning Resources services and programs and provides leadership to insure the integrity of academic computing and the delivery of technological resources to the classrooms and laboratories.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs classified employees and faculty members.

**REPRESENTATIVE DUTIES:**

1. Provide leadership in the area of Learning Resources, including library/information services, media services, and technology.
2. Provide leadership and coordination of professional staff development in new library/learning resources and instructional media methodologies supporting instruction.
3. Plan, organize and direct the development, improvement and operation of learning resources and technology activities including the deployment of resources.
4. Proposes and administers the budget for all aspects of the Library/Learning Resources department.
5. Establishes and assigns all projects related to the department.
6. Maintains and establishes contact with departments, state agencies, community colleges, CSU/UC system institutions, professional associations and the public/community.
7. Approves and acquires information technology and audio-visual systems for the College, and keeps abreast of developments and trends in information technology and audio-visual presentation systems in the college environment.
8. Coordinates and assigns library faculty activities.
9. Selects library materials (books, video recordings, periodicals, and online databases) for addition to the library's collection in support of instructional programs.
10. In consultation with other College operations, coordinates the planning, development, and implementation of new and existing learning resources projects, programs, services, and activities.
11. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
12. Serves as a member of the Management Association.
13. Performs other related responsibilities as may be assigned.

**EDUCATION:** A master's degree from an accredited institution in library science (M.L.S.) or library information services (M.L.I.S) is required.

**EXPERIENCE:** A minimum of three years experience in higher education library administration and the use of technologies and information systems in support of library functions are required. Community college library/learning resources experience is preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Library resources, technology, media services, budget development, State and Federal regulations and professional library associations.

**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, Presidents, Chancellor, Vice-Chancellors, Vice Presidents, Deans, Department Chairs, and faculty.

**WORKING CONDITIONS:** Normal library 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.