



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

INTENT to EMPLOY- Full-Time Temporary

POSITION:
Librarian- FT

Posting Date: 10/07/2021
Closing Date: 10/22/2021

POSITION AVAILABLE:
Immediately

REQUIRED QUALIFICATIONS:

- A minimum of a Master's degree with 18 graduate semester hours from a regionally accredited institution in Library Science or a related field required.
- A minimum of two years' experience in an automated library required.
- Effective oral and written communication skills required.

PREFERRED QUALIFICATIONS:

- A minimum of two years' experience in an automated library required, preferably at the junior college, technical college, or public library level.
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- Ability to handle multiple tasks and various situations in a professional manner.

SALARY SCHEDULE PLACEMENT:

- Commensurate with education and experience according to Salary Schedule D1.

DUTIES & RESPONSIBILITIES :

In addition to adhering to the general guide lines as specified by the Faculty/Staff Handbook, the Dean of Instruction, the President, and Alabama Community College System, responsibilities will include the following:

- Responsible for the overall day-to-day operations of the library system, including formulation and recommendation of organizational strategies, objectives, policies, and programs in support of the mission of the library and the College
- Supervise and coordinate library operations and functions to insure optimum use for student and staff.
- Responsible for the development of an appropriate library instruction program.
- Assist in the evaluation of library services, materials, and personnel.
- Prepare budget and control expenditures.
- Develop and administrate survey to evaluate the effectiveness library services and resources regularly and make recommendations to the Dean of Instruction based on data outcomes of those evaluations.
- Responsible for the preparation and submission of appropriate reports and documents.
- Establish and maintain cooperative working relationships with students, staff, and administration.
- Manage and supervise library support staff.
- Supervise the use and maintenance of equipment assigned to the library.

- Investigate new trends in library programs and facilitate the use of new techniques, materials, and equipment for the improvement of the library.
- Work collaboratively with various departments across the campus and develop accreditation reports to ensure that the College's Library resources meet the accrediting standards of all agencies that accredit the institution's educational programs.
- Teach LBSIOI Introduction to Library Use, as needed.
- Serve on various local and system level committees as identified by the Dean of Instruction and/or the President.
- Promote a student-friendly environment.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Dean of Instruction, or the President.

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer. It is the official policy of the Alabama Community College Systems, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. WCCS is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms employee's eligibility to work in the United States as required by the Department of Homeland Security. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification for dates worked with **current employer** only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Required Qualification" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

<p>Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.</p>

APPLICATION DEADLINE:

All application information must be received by **12:00PM Friday October 22, 2021**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

***Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check*