

Abilities

Requires the ability to be a fair-minded, ethical, and honest leader with excellent interpersonal and communication (oral and written) skills. Requires the ability, courage and integrity to lead and accept responsibility. Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position. Requires the ability to be open to change and new teaching and learning methods. Requires a passion for continuous learning and self-improvement. Requires the willingness to meet change with innovation to promote and meet the college mission. Requires the ability to organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports. Requires the ability to guide and motivate others toward goal achievement. Requires the ability to direct and facilitate development of personal and team perspectives, develop and deliver training programs. Requires the ability to develop and monitor budgets and maximize financial resources. Requires understanding, sensitivity to and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution. Requires the ability to direct and facilitate development of personal and team perspectives, develop and deliver training programs.

Physical Abilities

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and view computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

Education and Experience

Requires a master's degree in library science from an American Library Association accredited university, two years experience in an academic library, preferably at the community college level and one year of formal training, internship or leadership experience reasonably related to the administrative assignment.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

SALARY/FRINGE BENEFITS

- Range 5 on Management Salary Schedule (\$8,829.00 – \$10,013.00/month)
- Health and Welfare Benefits include District-paid medical/dental/vision insurance, and employee life insurance (\$50,000). Cash-in-lieu of medical insurance available.
- Participation in State Teachers' Retirement System.
- 22 days annual vacation.

CONDITIONS OF EMPLOYMENT

- This position is a full-time 12-calendar month educational administrator position.
- Employment is to be effective as soon as possible following completion of the selection process.
- Individuals hired will be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

APPLICATION PROCEDURE

Interested applicants must submit:

- Completed District application form.
- A complete, comprehensive and current resume.
- Copies of transcripts of all college level course work [unofficial copies acceptable (both sides), but official transcripts must be submitted prior to hiring]. If transcripts are from an institution outside the U.S., applicants must provide and include a formal evaluation of their foreign degree(s).
- A cover letter, not to exceed five pages, detailing how your experience and qualifications meet the requirements for the position.
- The names and phone numbers of six references: two supervisors, one faculty member, one classified staff member, and two colleagues.

ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

APPLICATION DEADLINE

Applicants are encouraged to submit these materials by **4:30 PM** on the priority closing date of **JULY 7, 2008** in order to receive first consideration in the initial screening process. However, applications may be accepted until the position is filled. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

SELECTION PROCEDURE

The Search Committee will evaluate applications to determine those candidates who are best qualified for the position. The best qualified candidates will be invited for oral interviews with the Search Committee. The Search Committee may include representatives from the Faculty, the Administration, the Classified Staff, the Student Body, and members of the community. Finalists will be recommended for further consideration by the President/Superintendent for final selection and recommendation to the Board of Trustees for employment. Employment is contingent on approval by the Board of Trustees.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: <http://www.cerritos.edu>

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

Special Note: During the period 6/02/08 through 8/01/08 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday through Thursday).

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
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Equal Opportunity Employer

5/22/08

Cerritos College

Human Resources

ADMINISTRATIVE OPPORTUNITY



DEAN OF THE LIBRARY AND LEARNING RESOURCE CENTER

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Cerritos College is committed to hiring employees who are creative and open to change and new methods or work practices; have a passion for continuous learning and self improvement and are willing to promote the College's mission as a learning institution. Besides traditional class structuring, the college meets the needs of students by offering evening, weekend and year-round accredited courses of instruction. Since service to our students is our highest priority, employees can expect to participate in innovative methods and flexible scheduling.

Summary

Plans, organizes, manages and coordinates instructional programs and Library and Learning Resource Center services. Plans, develops and evaluates curriculum, programs and services that meet the needs of a highly diverse urban student population. The position also provides highly responsible and complex administrative support to the Vice President, Academic Affairs. Responsible for leadership and management of the College Library and the Learning Resources Center (LRC) in order to provide instructional services and an organized and accessible collection of print, media and electronic resources to meet the needs of students, faculty and staff. Responsible for the Academic Support Center, Computer Assisted Instruction Labs, Distance Education, Educational Technology courses, Instructional Media Services, Staff Development and Technology Training, operation and maintenance of the Teleconference Center, and Weekend College.

Distinguishing Career Features

The Dean of the Library and Learning Resource Center reports to the Vice President, Academic Affairs and is responsible for integrating and providing administrative services to a diverse student population. This position requires a demonstrated ability to direct the activities of an academic division and its related functions and services, to provide leadership over curriculum, faculty and staff, and offer excellence in delivering instructional programs and Library and Learning Resource Center services.

Essential Duties and Responsibilities

- Leads, plans, supervises, coordinates and evaluates all programs and services in the division for effectiveness,

efficiency and student success.

- Provides leadership on behalf of division faculty for staff development and other learning opportunities that support effectiveness in the teaching and learning process.
- Provides leadership in new and emerging technologies in support of teaching and learning.
- Provides leadership in the development and assessment of course, program and institutional student learning outcomes.
- Prepares the schedule of classes and provides for proper staffing of classes, teaching assignments and class size. Consults with faculty to design schedules that meet the needs of students.
- Participates in strategic and long-range instructional planning for the District in accordance with Board policies, administrative procedures, and guidelines.
- Supervises curriculum and program reviews. Consults with faculty and administration for reviews of curriculum materials. Participates in technical curriculum reviews and committee processes.
- Supervises the College Library and Learning Resource Center.
- Establishes Library and LRC goals and objectives.
- Prepares and administers annual budget for the Library and LRC.
- Develops and maintains short-term and long-range plans for Library and LRC services that express the educational philosophy of the College.
- Promotes the use of the Library and LRC services and resources to students, faculty and staff.
- Prepares and makes public presentations related to Library and LRC services.
- Develops, directs, supervises and evaluates Library and LRC operations including:
 - Selection, acquisition, cataloging and processing of Library books, periodicals and other learning resources.
 - Provision of Library reference, instructional orientations and instructional courses.
 - Selection, implementation and upgrading of Library information management systems, networks and other information technologies.
 - Selection, implementation and upgrading of instructional media and computer-based instructional resources.
 - Maintenance of inventory records for materials, equipment, parts, and supplies.

- Exploration and development for new procedures and equipment so that adequate and current equipment and materials are provided to support and supplement academic and occupational curricular offerings.
 - Coordination of displays and exhibits.
- Provides training for faculty and staff in the use of current and emerging education technologies.
- Coordinates and schedules campus faculty and staff development activities such as flex week activities, workshops, speakers and special events.
- Develops goals, plans and procedures and implements established district policies for distance education.
- Manages the distance delivery of instructional programs to insure campus-wide coordination of distance education.
- Directs and participates in the development of promotional strategies for distance learning courses, programs and projects to successfully increase enrollment.
- Provides media production and support services including audio, video, web and other media for faculty and staff.
- Schedules the provision of media and computer-based instructional resources for instructional and other needs. Oversees the selection, implementation and upgrading of educational media resources and services.
- Coordinates with other instructional deans the schedule of classes and teaching assignments for Weekend College, the Teleconference Center and distance delivered courses
- Develops and maintains liaison relationships with faculty, management and staff.
- Participates in full-time management responsibilities, including meetings and committee assignments.
- Certifies payrolls for assigned academic, classified, temporary and student hourly personnel.
- Makes schedules, assigns courses and duties, supervises faculty and staff in Library and LRC departments.
- Assists in screening, selection and recommendation for employment of Library and LRC faculty and staff.
- Evaluates Library and LRC faculty and staff.
- Determines what statistics should be kept to provide records for internal analysis and management planning and for reports needed by college and governmental agencies.
- Participates in District, regional, state and national associations, conferences, workshops, and networks in order to keep informed about current developments in the Library and LRC fields.
- Participates on committees, task forces, and special assignments.

- Administers provisions of collective bargaining agreements and manages in compliance with Board policies and administrative procedures.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Participates in the screening of and recommends selection of assigned personnel.
- Performs other related duties as assigned

Qualifications

Knowledge and Skills

The position requires specialized professional knowledge of the theories, principles, and practices associated with higher education curriculum and instruction. Requires advanced specialized knowledge of the curriculum for the assigned instructional division. Requires in-depth knowledge of matriculation regulations and articulation agreements. Requires knowledge of and skill at teaching and learning processes that enhance student success and outcomes. Requires skills in organization and management practices as applied to the analysis and evaluation of programs, policies and administrative needs. Requires a working knowledge of the budget preparation and administration process. Requires knowledge and understanding of the philosophy and objectives depth knowledge of the principles of functional leadership, training, and performance evaluation. Requires a working knowledge of pertinent federal and state regulations affecting curriculum and academic accreditation. Requires in-accreditation. Requires skill in organizing work and building, leading and managing an effective team to respond to student needs. Requires well-developed oral and written language skills to prepare reports and professional correspondence. Requires sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences. Requires knowledge of Library and LRC operations including, but not limited to, collection development, public services, technical services, distance learning, media services, tutorial services and instructional technologies such as the Internet, instructional design, web development, video production and accessibility tools and techniques. Requires proficiency with computer skills including Library information systems, word processing, spreadsheets, email, databases, and online databases. Requires knowledge of budget preparation. Requires knowledge of laws, regulations and proposed legislation relevant to Library and LRC operations.