



Job Description Classification

ASSOCIATE DEAN OF LIBRARY AND INFORMATION SERVICES NON-BARGAINING UNIT

**VSC Grade 17
EXEMPT**

BASIC FUNCTION

To plan, manage, implement, integrate, maintain and supervise all functions related to library and information technology (IT) services and administrative information systems including all integrated library automation systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Provide leadership for Vermont Tech Information technology systems including integrated library automation, web server administration, administration of computing facilities and local area network infrastructure, media services, and the help desk.
- Develop, coordinate and manage the various functions and services of the library, including formulating long-range and short term objectives.
- Coordinate interlibrary loan activity, policies, and planning for VSC system including consultation with Chancellor's Office.
- Participate in professional activities at the state, regional and national level.
- Represent the College on the VSC IT Council.
- Develop and deliver programs that support and encourage a computer and information literate college community.
- Conduct IT strategic planning for the College and in conjunction with the VSC IT Council.
- Develop vendor partnerships and relationships.
- Plan, prepare and administer an Information Services budget(s) to include IT and the Library, and negotiate vendor relationships.
- Exercise full supervisory authority over library and IT staff
- Serve on campus, system and professional committees.
- Formulate, recommend and enforce policies relevant to technology at the College.
- Perform other duties as assigned.

SUPERVISION EXERCISED:

Administrative leadership and supervision of information technology and library services employees and work-study students.

SUPERVISION RECEIVED

This position receives supervision and/oversight from the President or other Cabinet level position.

QUALIFICATIONS:

Master's degree in library and informational studies, informational technology or instructional technology or relevant field, plus four to seven years of relevant administrative and management experience ,or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education IT principals, best practices and procedures and the ability to interpret and meet a variety of needs for College operation.
- Experience with course-integrated information instruction.
- Excellent administrative, organizational, communications and supervisory skills.
- Significant experience in end-user services, technical infrastructures with an emphasis on customer service.
- A demonstrated ability to manage resources in an effective, creative and fair manner.
- Other related duties as assigned

This is a general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.