

Job Description
WESTERN OKLAHOMA STATE COLLEGE

Job Title: Director of Testing & Library Services

Qualifications

Education:

Required: Bachelor's Degree in Education, Management/Administration, or similar related to the position duties.

Preferred: Master of Library Science, MLIS, M. Ed. in Library Science, or equivalent

Credentials: Driver's License and acceptable driving record.

Special Knowledge, Skill, or Ability: Must have moderate to extensive computer skills, the ability to follow standardized testing protocols, ability to adhere to strict policy regulations, fluently operate Microsoft Office suite, and ability to learn various software platforms. Library and/or referencing skills preferred.

Training or Experience Required: Minimum of two years in supervisory/administrative position preferred.

Reports to: Vice President for Student Affairs

Performance Expectations:

Demonstrates a positive attitude towards students, staff, potential students and families, and community partners. Cooperates with and assists other employees/work units as necessary for a positive work environment. Demonstrating leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. Resolves/interprets rules, procedures, and policies to assist program students and to simplify decision-making. Adheres to departmental rules concerning dress, attendance, leave usage, etc. Follows health and safety policies and regulations and works safely. Promote productivity and efficiency, employee training and development, empowerment, and appraisal. Managing resources with fiscal responsibility and effectively manage information and communications with staff and public. Conduct short- and long-range strategic planning initiatives to set and/or attain college goals and objectives. Demonstrates ability to be a team player with co-workers, subordinates, administration, and community leaders to accomplish college objectives and goals. Communicates with staff, administrators, and the public effectively.

Job Goal (Purpose of Position): Under the supervision of the Vice President for Student Affairs, performs administrative-level duties under minimal supervision to provide leadership, supervision, and coordination over library resources and testing services. Works with faculty and staff to ensure the mission of the college is accomplished effectively. Works with faculty regarding testing services and with external partners as the testing provider for outside testing opportunities. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular contact with persons within the

college and with community partners, such as Southwest Technology Center and Altus Air Force Base, which requires tact and diplomacy, independent judgment, and problem solving; making; interpreting policies and procedures based on experience. May be required to make formal presentations and reports.

Essential Job Functions/Performance Responsibilities:

- a. Oversees and administers all aspects of the Testing Center and Library Services.
- b. Oversees personnel functions including staff scheduling, hiring, orientation, training, and performance appraisals.
- c. Coordinates instruction to faculty, staff, students, and public on the Testing Center offerings, specific test or platform requirements, identity verification, and scheduling.
- d. Ensures staff are qualified and certified to administer/proctor tests based on the specific requirements of each testing agency. Ensure the Testing Center meets FAA (and other test) space and staff training requirements.
- e. Ensures that Testing Center/Library Services follows accounting and fiscal policies and procedures; oversees departmental budget and oversees purchasing and inventory/ordering of equipment use and replacement.
- f. Supervises the Library Assistant in all aspects of the library collection development, Reference and Circulation.
- g. Oversees ordering, purchase, acquisition, cataloguing of books, periodicals, other learning media, and computer-aided learning software for the college. Ensures that the Library Services meets the instructional and learning needs of faculty, students, and the public.
- h. Consults with a certified librarian, as needed, when library service expertise is needed.
- i. Oversees and performs staff development and training activities.
- j. Serves on/chairs institutional committees as needed.
- k. Performs other duties as assigned.

Supervision exercised: An incumbent serves as supervisor to a small staff of employees, responsible for training, assigning, and reviewing work, as well as performing similar work for approximately 50 percent of the time. Approximately 50 percent of time is performing higher level work or in supervision. Have additional responsibility of performance evaluation, hiring, discipline, and other such responsibilities for part-time personnel.

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions: must be able to communicate on the telephone and in person; must be able to work with little supervision to accomplish goals of position.

SALARY RANGE:

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

APPROVED: