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**Tillamook Bay Community College**

**Library Coordinator**

***College and Area Information***

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, innovative, and responsible person to provide oversight and management of the College Library, Learning Lounge and Testing Center in conjunction with and in support of the College’s mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC serves over 2,000 students annually.

***Organizational Relationship***

Reports to: Vice President of Instruction (VPI)

***Term of Employment***

Full-Time, 249 days per year.

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy and corresponding regulations.

**JOB SUMMARY**

The Tillamook Bay Community College Library Coordinator is responsible for the library, including cataloging, collection management, providing reference services, supervising computer use, as well as overseeing and coordinating the freshman orientation class CG100: College Success and Survival. This position will also teach at least one section of CG 100 per term, up to a max of 2 per term, within the typical job duties. This position is responsible for Library scheduling and supervision of two employees (the Library Specialist and Library Assistant). As a member of the Library team this person will assist with covering the front counter, facilitating testing, and assisting with tutoring as needed. This position is responsible for scheduling and tracking the budget for the Library, Learning Lounge and Testing Center. The position requires attention to detail and the ability to work well with students, staff, the public and faculty. The ideal candidate for this position is high energy, creative and desires to impact the college culture in positive ways.

**RESPONSIBILITIES**

1. **Library**

* Ensures that Library services and information resources are sufficient in quality, level, breadth, quantity, and currency to meet the requirements of the College’s educational program.
* Maintains statistics on reference use, questions and assistance provided
* Coordinates and provides professional assistance on computer, software, and information resource usage to anyone requesting such assistance in the Library.
* Provides front desk coverage as member of library team.
* Ensures Library and information resources are readily accessible to all students and faculty.
* Ensures information resources and services are determined by TBCC’s educational programs.
* Ensures Library and information resources and services are organized to support the accomplishment of institutional mission and goals.
* Regularly and systematically, evaluates the quality, adequacy, and utilization of library and information resources and services, including those provided through cooperative arrangements.
* Sets and enforces library use regulations, procedures, and hours that meet the needs of students and faculty.
* Coordinates use of and provide information on print and non-print resources, support services, and instructional equipment available to the educational community through the Library.
* Monitors use of equipment and materials, including keeping statistics on use, maintaining materials and equipment.
* Collaborates with Library entities across the state (e.g. the Oregon Librarians Affinity Group and the Tillamook County Library).
* Ensures that staff are able to competently circulate books, create ID cards, and answer questions about due dates and renewals.
* Train Library personnel in helping customers, shelving, circulation, processing materials.
* Responsible for Library budget and purchasing, ensuring relevant offerings and expanding offerings and databases
* Purchasing agent for CIS software used by all CG 100 classes
* Create collection management regulations and procedures
* Involve faculty in evaluating collection and expanding/weeding collection
* Prepare materials for use- catalog, inventory
* Teach and coordinate CG 100: Create curricula, evaluate curricula and improve curricula. Teach CG 100 class as part of position.
* Participate in at least one college committee

***Serves as backup for the following:***

**Testing Center**

* Manage, schedule, and facilitate all college testing and proctoring
* Produce reports from testing database to support enrollment management and student development.
* Provide placement score information to individuals and institutions upon request by the student.
* Serve as GED/Pearson Chief Examiner
* Submit Annual Contract and Security Memorandum for GE
* Serve as Chief Examiner for all other certification testing that takes place in the TBCC test lab/Pearson testing.
* Assist library staff with test proctoring/training in the Testing Center
* Administer test proctoring for TBCC faculty, and faculty from other institutions as requested by students, faculty, or institutions which serves as a source of revenue for the college
* Be aware of, and take action on (when appropriate) opportunities to add new tests to our offered proctoring. With the goal of becoming a testing destination of choice, and creating more income for the college.

**Learning Lounge**

* Responsible for all aspects of tutoring including; Learning Lounge tutoring, Net Tutor, and individual tutoring
* Responsible for training tutors in tutoring best practices
* Tracks tutoring to ensure compliance with budget and to ascertain effectiveness
* Ensures tutoring is available in disciplines and at times students need services
* Develops and maintains a peer tutoring program that facilitates retention and completion in student tutors
* Evaluates tutors and provides performance feedback

1. **Other Duties as Assigned**

* Managing Faculty of the Year process
* Responsible for issuing student ID’s and working with IT to get ID’s uploaded into Jenzabar for ID verification
* Responsible for aspects of the college’s strategic plan
* Responsible for assisting with the college accreditation report
* Other projects as requested

**MIMIMUM QUALIFICATIONS**

**Education and experience**

Bachelor’s degree in related field required.

**DESIRABLE QUALIFICATIONS**

* Prior work in K-12/ Community College systems and community and library development preferred.
* Master’s Degree in related field strongly preferred
* Experience with Open Education Resources

**Knowledge, Skills, and Abilities**

* Ability to engage cross-sector, community stakeholders; consistently operate within the framework of collegiality and teamwork in the workplace.
* Independent worker, entrepreneurial, self-starter, and results driven.
* Excellent verbal and written communication skills, including the ability to speak to large groups of people.
* Exemplary personal and professional leadership qualities.
* Work collaboratively with and communicate effectively with staff and partners at all organizational levels
* Must be able to establish and maintain cooperation, understanding, trust and credibility.
* Ability to work with and effectively supervise a culturally, racially and gender diverse work team.
* Meet deadlines in the preparation of documentation such as tracking and reporting on benchmark goals related to activities specific to assigned duties
* A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.
* Prepare periodic reports including accreditation reports.
* At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.

**Physical Requirements**

Position is primarily indoor office working environment. Position may require the employee to lift up to 35 pounds unassisted, stand for periods of time during work shift, stoop, crouch or bend, or perform other, similar movements to carry out job functions. Supervision may include indoor and outdoor working environment. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above. Travel is required for this position.

# **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [rebeccaphoenix@tillamookbaycc.edu](mailto:rebeccaphoenix@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College Attn. Human Resources 4301 Third Street Tillamook, OR, 97141

To print application go to [Employment at TBCC (tillamookbaycc.edu)](https://tillamookbaycc.edu/about-tbcc/tbcc-employment-opportunities/) and choose the staff application packet.

**Position Open until filled**

First review of applications: July 19, 2021

# **Compensation and Position Availability**

This is a 1.0 FTE position. Compensation is $43,487 ($21.83/hour) - $46,135 ($23.16/hour) depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.