

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name Rosie
Employee Last Name Albritton
Employee UIN 616004073

Position Title

Classification title: Director of Library Services
Title Code: 9158
Job Category: Staff

FLSA:

Minimum Salary (Applicant View): \$69,701
Salary Range: 14

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on
previous page.

PIN #: 00487
If PIN # does not exist, please type IN NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Academic Affairs

Location: John B. Coleman Library, Room 207

Primary Purpose of Position
Under limited supervision, directs and oversees all library activities at the University. Performs management and supervisory responsibilities and provides specialized librarian guidance to the staff.

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

Minimum Education Requirements: Master's Degree in Library Science from an ALA-accredited program

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Participation in workshops, conferences, and seminars.

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Senior administrative skills and demonstrated experience in the area of Library Science.

Preferred Experience Requirements: 10 to 12 years in higher education library operations

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Leadership, management, and planning skills.

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).)

Department: Library

Creator: Brenda D. Anderson

Creator's Phone/Extension: 936-261-2175

Creator's PVAMU Email: bbanderson@pvamu.edu

Supervisor's Name: E. Joahanne Thomas-Smith
 Supervisor's Title: Provost and Senior Vice President for Academic Affairs
 Supervisor's Phone/Extension: 936-261-2175
 Supervisor's PVAMU Email: ejthomas-smith@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Anderson, Brenda
Anderson, Ella

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

9 Records

% of Time	Responsibility / Duty	Essential Function
15	Create, with input from the library staff, faculty liaisons to the library, deans, research directors and other appropriate constituents, a vision for information services.	Essential
15	Develop, with input from the appropriate constituents, the operating plan and budget with a schedule for acquisition of new personnel, changes in space allocation, computing upgrades, acquisition of additional special collections, storage of collections, and security requirements.	Essential
10	Manage the staff with special attention to clarifying performance expectations, monitoring employment conditions, and requiring staff accountability.	Essential
10	Lead provision of high quality public service.	Essential
10	Effect measures to secure the safety of patrons, staff, information resources, equipment, and facilities.	Essential
10	Strengthen technology applications to the retrieval and dissemination of information.	Essential
10	Establish and maintain effective communication with library staff, internal and external peers, and supervisors.	Essential
10	Lead assessment of information services to students and faculty at both the main campus and distant sites.	Essential

- 10 Identify staff development needs and plan the type of opportunities to be provided and estimated cost. Other duties as assigned. Essential

Working/Env Conditions

- Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- Briefly describe examples of the typical work environment: Work is done in a professional office environment.
- Typical Physical Demand: Position requires light physical activity.
- Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Work activity is performed in individual offices. Outside visitor traffic usually light. Standing activities due to presentations and meetings. Walk occasionally across campus.
- Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): Usual work day may vary to include evening hours.
- Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Meetings after hours on and off campus.
- Do the duties described in this questionnaire generally require travel outside the area? Yes
- If yes, please explain the purpose and the frequency of the travel: Travel to participate in workshops, conferences, and meetings.
- List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Computer 50%
Xerox 5%
Cisco IP Phone 10%

Competencies & Relationships

- Independent Judgment/Problem Solving: Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
- Impact of Decisions: Inside Department: Major
- For this position, briefly describe examples of typical and key decisions that have impact within the department: Hiring of new personnel and finalizing decisions on library collections.
- Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department:

Establishing service hours that impact the students.

Impact of Decisions: Outside University

Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Development and assessment of library policies on recruitment, hiring, and training of librarians at local, state, regional, and national levels, by all types of libraries and library schools.

Leadership/Supervisory

Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

Director of more than one department

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 9

List number of students that indirectly report to this position: 60

List number of employees that indirectly report to this position: 24

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

Recruits, screens, and interviews candidates
 Approves candidates for hire
 Conducts training of others
 Conducts performance appraisals
 Recommends salary actions
 Recommends termination of employees
 Recommends candidates for hire
 Assigns tasks or responsibilities to others
 Monitors work performance
 Administers disciplinary action
 Approves salary actions
 Approves termination of employees

Personal/Organizational Contacts:

Regular and substantial contact with others. Contacts usually involve discussions related to policies and programs and may include proposal or grant writing, negotiation with vendors, solicitation of financial donations for the University, and the like. Handles sensitive, complex, and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Inside PVAMU-High-level contact with other Executive Officers, including Vice-Presidents, Deans, Directors, and other Academic Affairs administrators, on a regular basis. Reports directly to the Provost and Senior Vice -President for Academic Affairs.
 Outside PVAMU-High-level regular contact with national, regional, state and local leaders in the field of library and information science in academic library administration, library education, and other types of libraries, i.e., public and school media centers; member of national and regional library science governance boards, including the American Library Association (ALA) Council; and the University of North Texas School of Library & Information Science Board of Advisors; member of SACS on-site review teams for evaluating Q.E.P. and other documents from other academic institutions for compliance with accreditation standards.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships: Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity: Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility: Supervision of several departments

Does this position have responsibility for budget, revenues, and/or expenditures? Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Involved in annual Library budget review and has signature authority for unit. Budget size \$3 M+. Accounts under direct responsibility include the following:
 222510 Library Office
 222512 Library Access Fee-Designated Funds
 222202 Library
 332102 Art Gallery (L. Kelley)
 184110 Library State Funds
 222514 Library IDC Allocation
 184024 Library Enhancement
 114110 Library Operations (S.Shaw)
 554010 Library Discretionary Fund
 554020 Title III Endowment Challenge Grant
 554040 Library Dev/Special Book Adq
 554060 National Endow of Humanities Lib Acq
 554065 Rockwell Endowment
 554070 P.V. Trailriders
 554075 David Allen Endowment

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed? Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)? Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes Executive (examples: chief executive officer, controller, vice president, director)

applicable for the selected category below.

Executive:

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From:	09/01/2008
Dates of Employment - To:	08/31/2009
Ad Loc. Acct. No.:	110500
Funding Acct. Number(s):	222512 00000
Funding Acct. Title(s):	Library Access Fee
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	NA
If Employment Type above is Grant-Funded, what is the duration in years of this position?	NA
Number of hours worked per week:	40
Type of Position:	A&P

For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:

For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:

Percent Effort by Employee: 100
Budget Comments: 9/4/2009 budgeted position.
(For Budget/OSP Office Only) 8/22/2007-budgeted position.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

***Human Resources
Department:***

Date *Human Resources Representative* *Title*