LIBRARY DIRECTOR

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

POSITION PURPOSE:

Provides strategic leadership for all functions of the library in collaboration with other departments and in support of the mission of SCNM. Serves as the primary advocate for the library and is able to articulate and implement a vision for the future of the library.

DUTIES AND RESPONSIBILITIES:

- Maintain a positive work environment by conducting oneself and communicating in a manner that is conducive to promoting an atmosphere of cooperation with students, patients, peers, faculty, and administration;

- Comply with all the policies of SCNM;

- Develop and maintain Library policy and procedure;

- Lead by example promoting collaborative leadership and a culture of continual improvement;

- Provides overall administration, planning, oversight of and access to Library collection(s), including integration of new media, technologies, and programs within the traditional library services and collections to support the curriculum and research;

- Assist faculty members in selecting appropriate educational resources for teaching. Keep abreast of current and emerging resources, technology, and teaching methods in order to serve as a resource to Faculty;

- Hire, train, supervise, and regularly evaluate library personnel. Ensure adequate library staffing;

- Responsible for budgetary oversight. Prepare budget-planning documents, manage, and administer the Library’s annual budget, including Federal Work Study, and contract negotiation with third party vendors.

- Manage and oversee the cataloging of the collection. Original catalogs as necessary using standard tools such as AACR2, Library of Congress and NML subject headings and classifications. Train and oversee staff in cataloging skills.

- Develop and provide information to faculty, staff, and students about copyright, intellectual property, and fair use;

- Participate in strategic planning; new academic program activities, and accreditation report writing;
- Committee work: chair, Library Committee; member, Faculty Senate; member, President’s Council; other committee work as appropriate;
- Is an active member of the College community. Participates in College events such as new student orientation, graduation, etc.;
- Other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

### Education:
- ALA Accredited Masters.

### Experience:
- Five years experience in academic, medical and/or academic medical library

### Skills, Knowledge and Abilities:
- Leadership skills and demonstrated ability to work well in diverse groups;
- Administrative, personnel management and budgetary experience;
- Original cataloging and collection management/development work;
- Skills in analyzing and solving problems, establishing priorities and making evaluative judgments;
- Outstanding interpersonal, oral and written communication skills;
- Knowledge of and experience working with educational media and instructional technology;
- Demonstrated knowledge of copyright policies and intellectual property issues in academic institutions and higher education;
- Excellent organizational and time management skills;
- Computer skills: proficient in MS Office Components, EOS, or similar system
- Working knowledge of and experience in conflict resolution/mediation principles and techniques
- Strategic planning skills

SCNM is an Equal Opportunity Employer committed to a diverse and inclusive workforce.
SCNM is a Smoke-Free campus.

**Once an offer is accepted, all external applicants are subject to a pre-employment drug screen. Offers of employment shall be contingent upon satisfactorily passing drug testing.**