



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-031

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

POSITION TITLE:	Director, Library Programs & Services
Department:	Library Programs & Services
Pay Level & Step:	25/01-02
Annual Salary:	\$49,864.16 - \$51,609.41
Location:	As Terlaje Campus, Saipan
Opening Date: July 19, 2018	Closing Date: July 30, 2018 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Nature of the Position:

This is a staff position in the Library Programs & Services Department, under the supervision of the Dean of Learning & Student Success (LSS). It oversees the Saipan campus libraries and acts as a liaison to the Rota and Tinian Centers. The Director is responsible for planning, development, coordination, supervision, and evaluation of all library services and staff.

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Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides leadership and guidance to ensure proper implementation of all PROA activities.
- Develops and maintains positive relationships with a culturally diverse staff and student body.
- Directs policy for the Library Programs and Services department; including budget preparation, public services, technical services, the Pacific Collection and CNMI Archives, systems development, and collection management.
- Assumes responsibility for daily operations of library services.
- Reviews and reports departmental statistics and participates in Student Learning Outcomes assessment.
- Supervises the allocation and expenditure of departmental funds.
- Ensures the quality and balance of the collection according to accepted principles of collection development and management, and accreditation standard.
- Recruits, evaluates, and trains library personnel.
- Establishes, monitors, and assesses strategic plans for the library department.
- Manages the operations of the CNMI Archives and Pacific Collection.
- Actively seeks and manages external grants.
- Enhances existing programs through proposal writing and solicitation of external funding.
- Maintains the Koha Open Source Integrated Library system and all digital library content.
- Collaborates with local humanities organizations to increase community access to research materials.
- Collaborates with faculty to actively promote infusion of information literacy concepts and skills into the curriculum.
- Maintains and is responsible for the library's budget, facilities, space planning and the implementation of technology and its infrastructure.
- Maintains commitment to the preservation and promotion of resources in Special Collections.
- Develops and promotes new initiatives, equipment, emerging technologies and programs for the library.
- Sustains personal professional development and supports staff continuing education opportunities through workshops, conferences, and online educational programs.
- Demonstrates ability to work comfortably in a culturally-diverse environment.
- Ability to exercise sound judgment in applying and interpreting library policy and procedures.
- Serves on committees as assigned.
- Performs other duties assigned.

Minimum Qualifications:

- Education:
 - Master's degree from a U.S. Department of Education recognized and accredited institution in Library and Information Science (MLS or MLIS), or other related field plus two (2) years of progressively responsible library experience.
- Work Experience:
 - Two years of progressively responsible library experience.
 - One year of supervisory experience at the managerial level.
 - Experience with digital asset management systems or a historical research system.
 - Demonstrates a clear understanding of innovative and traditional methods of information dissemination.
 - Experienced knowledge of traditional library functions, emerging technologies, and trends in higher education and their impact on library services.
 - Proven track record of effective resource management (i.e. collections, budget, and personnel) and experience with library planning and innovation.
 - Must have good organizational and problem solving skills.

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All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Library Programs & Services Department, Learning & Student Success Division, and the College.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

Conditional Requirements:

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of

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Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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