BGSU Firelands is a 2,400 student, regional campus of Bowling Green State University. The University has nationally recognized programs and research in the natural and social sciences, education, arts, business, health and wellness, humanities and applied technologies. BGSU Firelands seeks talented individuals to join our community in Huron, Ohio, on the scenic shores of Lake Erie.

Position Summary
The Library Director of the BGSU Firelands College Library is responsible for the administration of all aspects of the Firelands Library operation. This includes providing leadership in the areas of strategic planning, setting the vision and mission for the Library, evaluating collections and services, utilizing resources efficiently and creating relevant and innovative services and programs for patrons. Participates in the day-to-day activities of the library. Other duties include preparation of the annual library budget, supervision of staff, preparation of policies and reports and oversight for the collections, reference and instruction programs.

Essential Duties, Tasks and Responsibilities
• Provides leadership in the development and implementation of the Library vision and mission and involves others in strategic planning and goal setting to meet the teaching, learning and research needs of library patrons.
• Prepares and submits annual operations budget for the library and monitors efficient use of the budget throughout the year.
• Supervises library staff including training, goal setting, disciplining, and evaluating. Provides the Dean with supporting documentation and recommendations for the hiring and terminating of employees as appropriate. Serves as backup for student employee supervision, time reporting and budget tracking.
• Coordinates the creation and implementation of policies and procedures related to circulation, reference, collection management, instruction and all other library operations.
• Actively promotes the use of library resources through outreach/engagement activities directly impacting students, faculty, and community members online and in-person.
• Develops and maintains effective communication with Firelands faculty and staff, BGSU Libraries staff and OhioLINK employees. Participates on OhioLINK committees relevant to regional campuses.
• Participates in day to day activities. Responsible for knowing all workflows and procedures in order to provide backup to staff and to be able to plan for work efficiencies.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

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Knowledge, Skills or Abilities
• Knowledge of and experience with technology applications used in libraries.
• Effective written and verbal communication.

Minimum Qualifications
Master of Library Science (from an ALA accredited institution) or equivalency required. Also required one year supervisory experience and one year experience in a library setting (two or four year higher education setting preferred).

Preferred Qualifications
Library instruction experience.
Evidence of effective project management experience

Salary
Full-time administrative staff position. Salary is commensurate with education and experience. Administrative pay grade 358. Full benefits package available.

To Apply
For a complete job description & instructions on how to apply for this position visit https://bgsu.hiretouch.com/ or contact the Office of the Dean at (419) 372-0623 or firelandsdean@bgsu.edu. BGSU is an Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.