



## **POSITION ANNOUNCEMENT**

### **Assistant Library Director**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, *Assistant Library Director* for Thorne Library on the Mount Vernon main campus. The position reports to the Director of the Library and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days.

#### **Job Summary**

The Assistant Library Director supervises all library student assistants. This position represents the public face of the Thorne Library to the University and the broader community. A successful Assistant Director of the Library will be a creative, dynamic, and collaborative individual who is passionate about providing access to information and who is committed to excellent customer service. The work of the Assistant Director of the Library will enhance and encourage access to information, ideas, and knowledge by both engaging the library's community and by refining the library's systems and processes.

#### **Responsibilities for this position include:**

- **Oversee the following areas:**
  - Circulation (including patron facing services, OhioLINK PCIRC services, Inter-library Loan [ILL] activities using OCLC WorldShare, and all library fines and fees)
  - Course reserves
  - Collection maintenance (including stack maintenance, book repair, and inventory)
  - Cataloging, classification, and processing of new library materials
- Lead and develop student employees through hiring, training, scheduling, mentoring, monitoring performance, managing projects, and fostering teamwork
- Assist with coordination for the design and maintenance of display cases and bulletin boards
- Maintain procedural manual
- Monitor safety and maintenance in the library facility

- Compile circulation and gate count statistics
- Assist in providing circulation and first-level reference services (occasional after hours support calls)
- Assist with the design and maintenance of the library website
- Act as resource person for library operations in the absence of the Director of the Library
- Make recommendations to the Director of the Library regarding supply purchases and areas of improvement
- Keep abreast of trends in public services and information delivery across academic libraries and apply acquired knowledge to enhance services
- Stay up to date on standards and developments related to the organization and description of information including Library of Congress subject headings, RDA, and MARC
- Manage and update library management system (ALMA)
- Other duties as assigned.

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit.
- Personal commitment to Jesus Christ.
- Alignment with Church of the Nazarene values.
- Bachelor's degree required; Master's degree preferred
- Familiarity with basic print and online reference tools
- Familiarity with automated library systems
- Exemplary interpersonal and communication skills in all modes
- Commitment to high quality customer service, serving users from a diversity of backgrounds
- Strong supervisory and managerial skills
- General understanding of the Library of Congress classification system
- Attention to detail
- Sound judgment for independent decision-making
- Initiative for self-driven task completion
- Creativity in searching for ways to improve
- Strong computer office skills (e.g., MS Office)
- Demonstrated willingness to learn and develop skills in new and changing technologies
- Understanding and appreciation of the heritage, doctrine and practices of the Church of the Nazarene.

To be considered for this position, please email a resume to [mvnu.recruiting@mvnu.edu](mailto:mvnu.recruiting@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-application/> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University  
 Human Resources  
 800 Martinsburg Road  
 Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).