

## JOB DESCRIPTION

POSITION TITLE: Dean, Indiana University Kokomo Library  
CAMPUS: Indiana University Kokomo  
SUPERVISOR: Vice-Chancellor for Academic Affairs  
DATE REVISED: December 2008

### 1. Leadership, Vision, and Planning

#### *The Dean:*

Provides overall leadership, direction, communication, coordination, and assessment of the library as a whole.

Provides proactive leadership in the development and implementation of new services and technologies.

Regularly revisits the mission and vision statements for the library with the library faculty to ensure that it is consistent with the campus mission and commitments.

Promotes awareness of the vital role of the library in the fulfillment of the campus mission to the administration, the campus, and to other stakeholders as appropriate.

Effectively communicates campus-wide priorities to the library faculty and staff.

Facilitates the ongoing analysis and advancement of a realistic strategic plan that advances the library mission and provides an annual assessment of library performance.

Establishes diversity goals appropriate to the library mission.

Effectively prioritizes library objectives to facilitate change necessitated by alterations in mission, emerging technologies, library user habits, or resources formats.

Generates innovations and initiatives on the behalf of the library and supports appropriate initiatives generated by others.

### 2. Administration and Management

#### *The Dean:*

Manages human, financial, and space resources responsibly and in accordance with university, state and federal policies.

Develops, justifies, and administers the library budget.

Builds and maintains information resources reflective of the academic curriculum and research of the Indiana University Kokomo community.

Determines needs of the Library clientele within the context of the changing academic environment.

Facilitates the development of procedures and standards to ensure access to information resources that meet the current and anticipated information needs of the faculty, undergraduate and graduate students, both on campus and at a distance.

Responsible for seeking external funding in the form of grants and gifts.

Approves and continuously evaluates policies and procedures to ensure high quality library services that meet the current and anticipated information needs of the faculty, undergraduate and graduate students, both on campus and at a distance.

Facilitates the implementation of the strategic plan priorities.

Ensures that the physical facilities and equipment are maintained to optimize access to information and services in an academic environment conducive to study and research.

Represents the Library on appropriate academic and administrative committees or councils on the campus and the university level.

Partners with Information Technology and the Writing Center, and other groups as appropriate, to enhance student learning via a learning commons.

Participates with the Ruth Lilly Dean of University Libraries and library deans/directors on other IU campuses to ensure system-wide coordination of library services.

Establishes a mechanism for feedback on significant issues and problems in the Library and ensures that complaints/grievances are addressed in a timely and appropriate manner.

Keeps informed on current trends in the field of library science and information to ensure the IU Kokomo Library will be able to take advantage of various advances in the field.

Assists in the accreditation process for the campus and its respective units and departments.

### 3. PERSONNEL DUTIES

***The Dean:***

Requests new positions with justifications to appropriate administrative personnel.

Hires and develops personnel necessary to ensure and maintain quality library services.

Coordinates all personnel searches for the Library, ensuring that diversity goals are pursued diligently and campus procedures are followed.

Creates an environment that allows for library faculty to show innovation, initiative and impact. Uses the tenure and promotion process to create an atmosphere of growth.

Works with and supports library faculty in their roles as librarians, teachers and scholars.

Establishes and maintains a cooperative, collegial work climate among all staff and between all staff and library users.

Creates and implements a systematic librarian and staff development plan which enhances performance, accommodates diversity, and responds to change.

Ensures that all faculty and staff receive written annual performance reviews.

Oversees and monitors the promotion and tenure process, ensuring that faculty receive timely and useful feedback on their progress toward tenure and/or promotion, and that established procedures are followed.

Establishes and implements an equitable approach to compensation for librarians, staff, and student employees as allowed by campus policies.