

# Director, Mickel Library

The Director of the Mickel Library reports to the Provost, performing the duties they delegate. Duties shall include the following responsibilities:

- Provide administrative oversight of and responsibility for all areas of the Mickel Library;
- Recommend to the Provost all appointments, promotions, salaries, and changes or terminations of employment among the personnel of the Mickel Library;
- Supervise all library personnel, including the establishment of work schedules, job descriptions, and performance evaluations;
- Oversee and hold responsibility for all budgets within the Mickel Library;
- Encourage and support opportunities for the development of professional librarians and support staff;
- Coordinate planning, development, and maintenance of an appropriate environment for the utilization of library resources and services;
- Oversee development of library collections (including gifts to the library) and new information technologies;
- Lead major projects;
- Maintain an institutional awareness of the resources and services provided by the library;
- Make recommendations to the Provost for new or revised library policies and establish appropriate procedures for the efficient and effective operation of the library;
- Establish and maintain regular channels of communication and participation in library decision-making with members of the library faculty and staff, as well as with the constituencies on campus that the library serves; schedule and chair regular library departmental meetings;
- Participate in appropriate faculty, administrative, network, professional, and community activities; and
- Other duties as assigned by the Provost.