Cisco College is accepting applications for the position of Library Manager. The position will be based at the Maner Memorial Library on the main campus of Cisco College in Cisco, Texas. The position will support and manage the libraries in Abilene and in Cisco, requiring travel between Cisco and Abilene as necessary. The Library Manager will supervise the Library staff and all student assistants. The position is a full-time, 12-month position with benefits. Resume packages will be received until the position is filled and will be received via mail, fax, and email, but email is preferred. Please scroll down to view complete Job Description for the position.

**Please note:** A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the “Employment” Page of our website at [www.cisco.edu](http://www.cisco.edu)), resume, and unofficial cop of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed. Thank you!

Please submit your resume package to:

Pam Page  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Library Manager/Student Assistant Coordinator  
Reports to: Director of Library Services  
Last Updated: 12/15/2015

Job Summary

The primary responsibility of the Library Manager is to develop maintain select and analysis usage of the library databases, assist with library webpage, and intranet site. To assist with supervision of Cisco College Library staff, provide bibliographic instruction at Cisco College and develop and implement library public services. The Library Manager will be asked to work a flexible schedule that may include some evenings and weekends and will include hours at both Cisco and Abilene campuses.

The Library Manager will be expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Communicate with the Director of Library Services.
2. Develop, maintain, analyze, and control the selection of databases for the college.
3. Assist with the college library website and intranet site in co-operation with the Director of Library Services, Informational Technologies and CC Marketing staff.
4. Develop and teach library skills classes at Cisco and AEC Branch.
5. Provide integrated online and traditional reference services for faculty, staff and students.
6. Hires, schedules and trains library student workers.
8. Assist with training, supervising, and evaluating.
9. Maintain the integrity and confidentiality of library databases and records.
10. Conduct annual surveys of faculty and students to evaluate library services.
11. Assist the Director of Libraries Services in creating and evaluating library policy and procedures.
12. Contribute to the current practice of professional librarianship through participation in professional development and training opportunities as a representative of Cisco College.
13. Support the mission of the College by serving on College committees, attending faculty meetings, and submitting all required paper work in a timely manner.
14. Participate actively in the College’s Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for CC students.

15. Cooperate and maintain professional working relationships with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.

16. Communicate clearly and effectively using the college network system, including e-mail, Internet and Intranet.

17. Represent the College in a professional manner to all constituencies and the general public.

18. General Circulation Duties as required.

19. Maintenance of the automated library software system.

20. Assist the Library Director with the creation and division of the annual budget.

21. Perform other related duties as assigned by the Director of Library Services and the College Administration.

**Direct Supervision**

- Student Assistants
- Library Staff

**Minimum Qualifications**

1. Master of Library Science degree from an ALA-accredited institution.
2. Proficiency in library computer applications, HTML and online research.
3. Well-developed reference skills.
4. Effective verbal and written communication skills.

**Preferred Additional Qualifications**

1. Experience in community college or academic library.
2. Active participation in relevant professional activities and organizations.