

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Library/Media Resource Specialist	Type Of Position:	Hours Per Week <u> N/A </u>
Location:	302 Research Drive, Norcross, GA 30092	Full Time <u> X </u>	Salary Range <u> 83% - 100% </u>
Department:	Education	Part Time <u> </u>	Exempt <u> X </u>
Reports To:	Director of Education	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

This position manages the library/media resource functions that service the schools within the Southern Union territory. Demonstrates Christianity at all times by dress, example, and actions both inside and out of the office.

SCOPE OF RESPONSIBILITY:

- Provide leadership and expertise in acquiring and evaluating information resources in all formats
- Master sophisticated electronic resources and maintain a constant focus on the nature, quality, and ethical use of information available in these and more traditional tools
- Communicate with schools to explain the new library and information resources services
- Work collaboratively with schools to define the policies of the library/information resources program and to guide and direct all the activities related to the program
- Develop custom Mackin book lists to make certain books meet SDA standards
- Assist with resource selection to ensure library collections are balanced and all Mackin services are fully utilized
- Raise funds for books, e-books and other resources through the Mackin Funds4Books program
- Locate free resources from state electronic libraries to support literacy and numeracy
- Assist schools with cataloging services to generate MARC records and spine labels for books not purchased through Mackin
- Maintain online catalog system (Surpass) which hosts each school's online catalog
- Update Surpass database as schools add new books and electronic resources to their collections
- Assist with the transfer of MARC records from Surpass to the RenWeb Library Management component, as requested by schools
- Develop statistical reports for schools, conferences, and the Southern Union
- Develop and maintain library services website page
- Manage budgets, equipment, and facilities
- Oversee support personnel as needed
- Plan, execute and evaluate the program to ensure its quality both at a general level and on a day to day basis
- Identify additional services as indicated by school needs
- Perform other duties as needed

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree, which includes education and school media coursework. Relevant work experience may be acceptable in lieu of scholastic requirements.
- Minimum two years of successful work experience in a school or library setting.

KNOWLEDGE AND SKILL:

- Ability to make decisions regarding the acquisition and evaluation of information resources to support learning and teaching
- Ability to develop and implement strategic plans for the successful delivery of information resources to Southern Union schools
- Awareness of Educational Technology trends in schools (one to one programs such as iPads, PC's, Chromebooks, etc.), with the ability to further support the integration of technology into Southern Union schools.
- Knowledge of and ability to work with technology
- Ability to organize and manipulate data in spreadsheets, graphs, charts, etc. (using Excel, Numbers, et al.)
- Proficiency in Microsoft Office 2013.
- Comfortability in using online forms.
- Ability to manage, merge, and/or copy form entries (data) between disparate systems.
- Proficiency and self-sufficiency in internet usage, online search, and related technologies.
- Ability to work and interface directly with both local (Southern Union) and remote (conference or school) IT personnel.
- Ability to adapt to and embrace new technology, new processes and techniques for accomplishing tasks.
- Exercises high levels of tact, telephone friendliness, the ability to work as a team member.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally, specifically school, conference. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with internal and external personnel on a daily basis. Must be able to maintain high degree of loyalty and support for Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Multi-lingual a plus. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the Southern Union Conference Employee Handbook, are required.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position may require travel, either local or out of the area. Travel will be at the request of and sponsored by each local conference office of education.