Position ....Online Education and Library Supervisor
Department/Site...............Academic Affairs
FLSA................................Exempt
Evaluated by ....Dean of Faculty
Salary Range 07

Summary

Under the general direction of faculty dean, the Online Education and Library Supervisor, assists in managing, developing, planning, and establishing delivery of the online education and library programs to ensure campus-wide coordination. Implements goals and objectives to meet the District's mission, guidelines, polices and emerging technology within the program. Supervises and maintain all operations of our CMS (Computer Management Systems) and other related instructional/educational technologies.

Essential Duties and Responsibilities

- Provides planning and support for the online education and library programs. This includes developing, managing, and delivering the online education and library programs, in conjunction with the assigned deans and/or faculty coordinator.
- Coaches and supervises staff assigned to online education and the library.
- Maintains a positive working relationship with outside vendors to ensure that the online education and library programs have the best software at a reasonable price.
- Maintains records for federal and state compliance including, but not limited to, records relating to: Accessibility, Chancellor's Office guidelines, Title V reporting, and internal guidelines.
- Maintains membership in outside organizations relating to online education (e.g., Intellicom, Blackboard, Educasue, Innovate, One and CVC), and the library (e.g., Califa, Council of Chief Librarians).
- Maintains records for policy and procedure compliance in curriculum.
- Participates in shared governance activities to further the goals of online education, the library, and the District.
- Promotes the online education and library programs, as well as Citrus College, at functions held both on and off campus.
- Prepares/arranges "Technology Toolbox" for online education faculty and appropriate staff.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills, and Abilities

- Knowledge of applicable CMS, Title V regulations, Chancellor's Office guidelines pertinent to online education and library programs, federal and state limitations and requirements pertaining to accessibility, software applications, the District's mission, policies and procedures for the District, contractual obligations for staff and faculty, the District's schedule, facility, curriculum, and web program.
- Knowledge of Online education and library programs: Microsoft Office suite, CMS, appropriate software applications, WebContent system, Banner/Sungard, or similar enterprise system, CurricuNet and appropriate accessibility tools.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of an associate degree (or the completion of sixty (60) semester college units) in CSIS, or a related field, or a certificate in CSIS, and five years of supervisory experience in an educational environment.