



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
**(Amendment)**

Announcement No. 18-031

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Director, Library Programs &amp; Services</b>
Department:	<b>Library Programs &amp; Services</b>
Pay Level & Step:	<b>25/01-04</b>
Annual Salary:	<b>\$49,864.16 - \$55,285.29</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: July 19, 2018	Closing Date: Until Filled

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

**Nature of Position:**

The position is in the Library Programs & Services Department and under the supervision of the Dean of Learning & student Success (LSS). It oversees the Saipan campus libraries and acts as a liaison to the Rota and Tinian instructional sites. The Director is responsible for planning, development, coordination, supervision, and evaluation of all library services and staff. The successful candidate will manage all

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**Vacancy Announcement 18-031**

aspects of the CNMI Archives and Pacific Collections unit within the Library. The incumbent will work closely and communicate effectively with the heads of CNMI government agencies, municipalities, and instrumentalities. The Incumbent is expected to follow accepted archival principles and standards for manuscript and archival handling and descriptive practices.

**DUTIES & RESPONSIBILITIES:**

- Participates in Program Review and Outcomes Assessment (PROA) activities such as serving on committees and creating composite reports
- Develops and maintains positive relationships with a culturally diverse staff and student body
- Directs policy for the Library Programs and Services department; including budget preparation, public services, technical services, the Pacific Collection and CNMI Archives, systems development, and collection management
- Assumes responsibility for daily operations of library services
- Reviews and reports departmental statistics and participates in Student Learning Outcomes assessment
- Supervises the allocation and expenditure of departmental funds
- Ensures the quality and balance of the collection according to accepted principles of collection development and management
- Recruits, evaluates, and trains library personnel.
- Establishes and assesses strategic plans for the library department
- Manages the operations of the CNMI Archives and Pacific Collection
- Actively seeks and manages external grants
- Maintains the Koha Open Source Integrated Library system and all digital library content
- Collaborates with local humanities organizations to increase community access to research materials
- Manages the CNMI Archives in accordance with the ethical and professional standards established by the International Council of Archives Society of American Archivists, and Council of State Archivists.
- Coordinate record retention and transfer procedures and schedules with CNMI boards, commissions or agencies to fulfill the responsibilities of the College, as required by Public Law 8-18.
- Authenticates, appraises, and preserves official records of the CNMI of permanent historical, legal, or political significance.
- Locates and coordinates the acquisition of other materials relating to the CNMI or region that has research or historical value.
- Prepares archival records, such as document descriptions, to allow easy access to information.
- Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology.
- Directs activities of workers who assist in arranging, cataloging, exhibiting and maintaining collections of valuable materials.
- Establishes and administers policy guidelines concerning public access and use of CNMI archived materials and the Pacific Collection.
- Provides reference services and assistance for users needing archival materials.
- Develops and implements training on records management and preservation of records for government agencies, municipalities and instrumentalities within the CNMI.
- Preserves records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
- Coordinates educational and public outreach programs, such as tours, workshops, lectures, and classes.
- Participates in PIALA, CoSA, and PARBICA activities, conferences, and trainings as appropriate.
- Proposes a schedule of fees for the operation of the CNMI Archives and Pacific Collection.
- Collaborates with NMC faculty, staff, students, other special collection units, library staff, and the general community.
- In collaboration with the Office of Administration and Advancement, the director will market collections and services of special collections to prospective donors of collections and other gifts and endowments.

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## **Vacancy Announcement 18-031**

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- In collaboration with the Academic Librarian, and other campus and community partners, the director will write and submit grant proposals to agencies and foundations offering opportunities to enhance and further develop the CNMI Archives.
- The director manages and supervises the acquisition, processing, and digitization of collections in close collaboration with library staff, the Department of Information Technology, and others.
- Demonstrate effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Education:
  - Master's degree from a U.S. Department of Education recognized and accredited institution in Library and Information Science (MLS or MLIS), or other related field plus two (2) years of progressively responsible library experience.
- Work Experience:
  - Two years of progressively responsible library experience.
  - One year of supervisory experience at the managerial level.
  - Experience with digital asset management systems or a historical research system.
  - Demonstrates a clear understanding of innovative and traditional methods of information dissemination.
  - Experienced knowledge of traditional library functions, emerging technologies, and trends in higher education and their impact on library services.
  - Proven track record of effective resource management (i.e. collections, budget, and personnel) and experience with library planning and innovation.
  - Must have good organizational and problem solving skills.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

*All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.*

**Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, Access, MySQL and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- In-depth understanding of and experience with library and archival information systems such as ArchivesSpace, Archivists Toolkit, or related collections management software;
- Broad historical research and analytical skills.
- Effective writing skills with attention to detail.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Library Programs & Services Department, Learning & Student Success Division, and the College.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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**Vacancy Announcement 18-031**

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

**Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

**Conditional Requirements:**

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is "Not Covered": Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

**How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. **\*\*\*The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to "See Attached Resume" will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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