



# CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

**Vanessa Thomas**  
Human Resources Director

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## VACANCY ANNOUNCEMENT

**Position Title:** Library Director (re-advertise)  
*Valerie Merrick Memorial Library*  
**Supervisor:** Dean of Administration  
**Opening Date:** February 12, 2020  
**Closing Date:** Open Until Filled  
**Salary:** DOQ

### QUALIFICATIONS:

- Minimum of a BS/BA degree in Library Science, but will consider education, business or management with five years of work-related experience.
- Must be willing to consider obtaining a Master's Degree in Library Science.
- Proficient in computer operations and software.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.
- Must be familiar with the Spirit Lake Dakota culture and community.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

### PREFERRED QUALIFICATIONS:

- Master's degree in Library Science.
- Grant writing experience.

*Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.*

### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Plans and administers library services.
- Drafts, revises and implements library policies.
- Prepares, writes and submits the IMLS grant proposal; assist in grant updates and reports.
- Prepares annual budget.
- Reviews and selects all library materials with input from staff.
- Supervises staff and approves work schedules.
- Represents the library at meetings, conferences, and workshops.
- Maintains an inventory of materials and equipment.
- Oversees library activities both public and in-house.
- Keeps informed of new technologies pertaining to library services.
- Examines and selects materials to be discarded, repaired, or replaced.
- Uses the Atrium software for cataloging and processing of library materials.
- Trains staff in the use of library software.
- Trains patrons to use the computers and electronic databases.
- Participate in various training and/or in-services to enhance professional growth and development.
- Participate in 1-2 College Committees as assigned.
- Other duties as assigned by the Supervisor.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcript (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu).

STATEMENT OF POLICY ON NON-DISCRIMINATION  
Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1124 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

**Think Dakota • Live Dakota**

CCCC is an EO/AA college.