

2007 Position Descriptions

Director, Public Services

The Perkins Library System is in the process of implementing its strategic plan for 2000-2005 to support Duke's institutional imperatives, with particular emphasis in the following areas: support for the new undergraduate curriculum; expansion of instructional programs to develop and improve research skills and information literacy; development of innovative, customized reference services for users regardless of location; and establishment of an integrated document delivery service. We are seeking an innovative and energetic individual to provide creative leadership for these new initiatives. The successful candidate will also be an analytical thinker and an agent for change, with the ability to articulate and communicate a vision for outstanding public services and to enlist the support of faculty, students and library staff for implementing new and innovative services. Staffing in Public Services is comprised of 73 FTE; position reports to the University Librarian, who is also Vice Provost for Library Affairs.

Responsibilities

- Leads and administers public services activities and units in Perkins Library (Access Services, Document Delivery Services, Public Documents and Maps Department, Reference Department) and six branch libraries (Biological and Environmental Sciences; Chemistry; Lilly; Music; Vesic Library for Engineering, Math and Physics; and the Rare Book, Manuscript, and Special Collections Library).
- Provides vision and leadership in the following areas:
 - identifying and assessing user needs and developing output measures to evaluate the quality and success of services in meeting those needs;
 - planning and developing a user education program to ensure that students and faculty achieve information literacy and understand the complementary nature of print and electronic resources;
 - working collaboratively with the Center for Instructional Technology to incorporate creative use of technology into the curriculum and the support of research by both students and faculty;
 - working closely with the Director, Collections Services in coordinating the public service activities of subject and area specialists, and with the Director of Communications to promote library programs and services;
 - fostering and promoting the growth and development of librarians and staff to meet the challenges of serving an increasingly diverse user population.
- Establishes collaborative working relationships with collections services, technical services, information technology services, and special collections.
- Coordinates public services activities, programs and initiatives with the libraries of Duke's professional schools (Business, Divinity, Law, and the Medical Center).
- Participates in overall planning and policy development and fundraising as a member of the library's Executive Group.
- Represents the public services interests of the Duke University Libraries in regional cooperative consortia (Triangle Research Libraries Network and the Association of Southeast Research Libraries), national forums, and international initiatives.

Qualifications

Master's degree from an ALA-accredited program or equivalent education and experience; minimum of five years of substantial and progressively more responsible experience in public services in a research library, including management of personnel and budget; experience in user education and in initiating new programs and services; experience in addressing issues and trends in document delivery and information and instructional technology; strong leadership and excellent interpersonal, oral and written communication skills; ability to establish effective working relationships in a collaborative environment; commitment to the importance of diversity in the academic environment; a record of significant professional activity.

Director, Rare Book, Manuscript, and Special Collections Library

Job Code/Title: 2133/Librarian

Department: RBMSCL

Supervisor: University Librarian

FTE: 1.0

CAP: Yes

Date Created/ Reviewed:

Job Level: 0

Job Family: 29

FLSA Status: Exempt

Term: N/A

Position Summary

The Director of the Rare Book, Manuscript, and Special Collections Library (RBMSCL) assists the University Librarian in leading and managing the Perkins Library system and provides leadership and direction for RBMSCL and its staff. The director reports to the University Library and Vice Provost for Library Affairs and serves on the Executive Group of the Perkins Library system.

Responsibilities

SYSTEM-WIDE RESPONSIBILITIES:

- Working with the University Librarian and the Executive Group, provides leadership for shaping and achieving the libraries' mission and goals.
- Contributes to leadership of the Perkins Library Renovation and Expansion Project, serving on the Project Advisory Committee and supervising the work of the Project Manager.
- Develops and strengthens relationships between the libraries and university administrators, faculty, students, donors, and supporters. Participates in meetings of the Library Council and the Library Advisory Board.
- Participates in budget planning for the libraries.
- With other members of the Executive Group and with department heads, participates in the Perkins Library system Administrative Council.

RBMSCL RESPONSIBILITIES:

- Promotes the growth and development of RBMSCL in line with the mission and goals of the university and the Perkins Library system.
- Working with library staff and the user community, establishes goals and priorities for RBMSCL.
- Oversees the formulation and implementation of library policies and procedures.
- Plans for staff, equipment, and space needs and allocates resources to meet established goals and priorities.

- Oversees and coordinates the work of the three departments composing RBMSCL (Collection Development, Technical Services, and Research Services). Supervises the department heads, each of whom reports to the Director of RBMSCL.
- Oversees and coordinates the work of the specialized Centers within RBMSCL (Hartman Center for Sales, Advertising & Marketing History; Franklin Collection of African and African American Documentation; Bingham Center for Women's History and Culture; Documentary Photography Archive; Hubbell Center for American Literary Historiography).
- In conjunction with the University Librarian and the university libraries' Director of Development, seeks outside support for RBMSCL's collections and operations.
- Works with the staff of RBMSCL's Collection Development Department, university faculty in various disciplines, and bibliographers and subject librarians elsewhere in the university libraries to formulate collection development policies and to develop the holdings of RBMSCL. Identifies potential donors; solicits and acquires collections.
- Serves as a liaison with and a resource to the university's professional school libraries with respect to special collections.
- Represents the Perkins Library system in special collections activities of the Triangle Research Libraries Network.
- Represents RBMSCL in the academic community, with the general public, and in the library, archival, and historical professions.

Supervisory Responsibilities

- Supervises heads of Collection Development, Technical Services, and Research Services (all components of RBMSCL)

Qualifications

It is the expectation that all Duke University Libraries staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity. In addition, managers and supervisors are expected to help develop a common vision by providing clear direction and priorities, clarifying roles and responsibilities, and promoting mutual understanding through effective communication. They are also expected to take the time to effectively plan and evaluate performance, provide feedback, recognition and coaching, and develop employees to achieve their personal and organizational goals.

EDUCATION:

Required: BA/BS

Preferred: Advanced degree in a relevant field

EXPERIENCE:

Required: Working knowledge of standard archival procedures; effective analytical and writing skills; basic computer skills including MS Office; flexibility and capacity to thrive in a rapidly changing environment; excellent interpersonal skills; ability to work independently and as a member of a team.

Preferred: Prior experience working in an academic research library.

Working Conditions

- Must be able to lift 30 pounds and unpack, shelve and shift large quantities of library materials
- Must be able to work in an environment in which exposure to materials containing dust and mold is possible
- Frequent bending, crouching, stooping
- Normal office environment
- Occasional weekend shifts required
- Occasional travel required

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Signatures

Employee:

Supervisor:

Name/Date

Name/Date

Scholarly Communication Officer (Term Appointment)

The Scholarly Communication Officer will coordinate scholarly communication activities for Duke University by providing leadership and educating the university community about intellectual property issues and their impact on the nature and conduct of scholarly inquiry and instruction. This position reports to the Director of Academic Technology and Instructional Services. It is a three-year term appointment with the possibility of renewal.

Responsibilities

- Directs copyright activities for the university's libraries and serves as copyright advisor to the university community; serves as the libraries' primary resource on fair use and other copyright issues; assists with obtaining copyright permissions.
- Sustains development of the Libraries' scholarly communication Web site; organizes educational forums on scholarly communication topics as they relate to academia and to research libraries.
- Represents the interests of Duke University Libraries and the university community in the development of university policy on copyright, the public domain, user privacy, and other scholarly communication issues.
- Monitors national scholarly communication policy issues, informs and educates the Duke community of their significance and participates in campus efforts to ensure that scholars, students and libraries in the digital environment retain the full benefits of the current and evolving intellectual property regime.
- Works in close consultation and cooperation with university's Office of General Counsel, the Office of Information Technology, academic departments, and senior university administrators on issues and programs related to scholarly communication.
- As appropriate, coordinates work with the Triangle Research Libraries Network on issues and programs related to scholarly communications.
- Performs other related duties incidental to the work described herein.

Qualifications

It is the expectation that all Perkins Library staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity. In addition, managers and supervisors are expected to help develop a common vision by providing clear direction and priorities, clarifying roles and responsibilities, and promoting mutual understanding through effective communication. They are also expected to take the time to effectively plan and evaluate performance, provide feedback, recognition and coaching, and develop employees to achieve their personal and organizational goals.

EDUCATION:

Required: ALA-accredited MLS or J.D or equivalent combination of relevant academic preparation and experience.

Preferred: ALA-accredited MLS and J.D.

EXPERIENCE:

Required: Five years of relevant experience with emphasis on scholarly communication matters in libraries, academia, scientific or scholarly publishing, or other settings; recent demonstrated experience in one or more of the following areas: academic or research library collections, services, and systems, academic information technology, or scientific or scholarly publishing; demonstrated expertise in legal and regulatory issues associated with intellectual property and copyright, particularly as they involve the creation, dissemination, and use of digital information resources; demonstrated ability to represent the

interests of a university, based on a demonstrated understanding of the technical, legal, and information policy issues of scholarly communication; excellent oral and written communication skills; excellent interpersonal skills and ability to work well with and to lead faculty, students, and academic administrators; ability to think creatively in developing products and services, such as publications, workshops, conferences, and tools that meet members' needs.

Preferred: At least five years of increasingly responsible administrative experience in collection management and/or technical services or other relevant area in a research library environment; ability to communicate a strong vision of how discipline-based scholarship is changing in response to new technologies and what role libraries can play in meeting the evolving needs of scholars.

UNIVERSITY OF MASSACHUSETTS
CAMPUS: *Amherst*
JOB DESCRIPTION

OFFICIAL TITLE: *This is the official title of the position.*

Librarian III

FUNCTIONAL TITLE: *This is the in-house title by which the position may be known. A functional title is usually a more descriptive title than the official title and may be required to identify very specific kinds of work. This title may be used in signing all correspondence.*

Coordinator, Library Systems and Web Management

GENERAL STATEMENT OF DUTIES: *Please provide a brief overview of the general functions of this position. Specific details of duties should be reserved for the Examples of Duties section.)*

Provide creative leadership and direction for the information systems and web technology used in the University Library.

SUPERVISION RECEIVED: *Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.*

Report to the Director of Libraries who reviews performance for effectiveness and conformance with established policies, but have substantial independent responsibility without immediate supervision.

SUPERVISION EXERCISED: *Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under Examples of Duties, if applicable.*

Have responsibility for coordinating library systems and web management in the University Library, including supervision of personnel and management of services involved in this activity.

EXAMPLES OF DUTIES: *Please list and briefly describe several of the duties and responsibilities typically performed and assumed in this position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility for the work being performed.*

1. Directly manage library automation activities in the broad categories of operations, network interfaces, and user support. Formulate, disseminate, implement and revise related policies and procedures as required. Manage and direct, maintaining user-based focus, the staff working in operational support of systems implementation and workstation support.
2. Assume library-wide leadership for creating and advancing an innovative user centered Web presence to more fully develop the Library's digital presence in support of teaching, learning and research and to facilitate access to digital resources and services
3. Coordinate all aspects of the UMass Amherst Library Web Site including: calling regular meetings of the Publishing Group, collecting management information about site usage and distributing to interested parties; coordinating Web shifts (major changes to Website); and addressing administrative issues.
4. As member of the Digital Initiative Task Force, work cooperatively and collaboratively to move forward choices about technology use based on assessment of what is strategic for the library and its users.
5. Serve as a member of the Library's Senior Management Group.

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6. Offer direction and guidance for support of existing systems and implementation of new and emerging technologies to be used in the Library's highly networked information environment. In consultation with faculty and student users, provide leadership in planning, developing, coordinating and problem solving for all library automation activities.
7. Serve as liaison with campus computing (OIT) and telecommunications units, including negotiating for and coordinating service support as needed. Maintain contacts with appropriate on-campus and off-campus agencies in order to maintain currency on new developments in appropriate technologies.
8. Represent the Library in systems and networking discussions on campus.
9. Develop and maintain appropriate reports, documentation and records.

QUALIFICATIONS: Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., considerable education, extensive experience, working knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.

1. Master's degree in library science from an American Library Association-accredited library and information studies program.
2. As least five years of experience in a comparable library situation, including not less than three in library information technology. Experience with networked information environments and familiarity with digital imaging and database creation. Experience with Web site creation and development.
3. Demonstrated successful managerial ability and leadership skills, including complex project management, prototyping and budgeting.
4. Excellent communication and interpersonal skills, commitment to collaborative work environment, and ability to handle multiple priorities in a library embracing advanced information technologies.
5. Experience and skill in evaluating and implementing information technology applications, and in collaborating with academic computing operations in a campus setting.
6. Ability to view issues from a Library-wide perspective, foster teamwork, and stimulate cross-functional collaboration.
7. Demonstrated ability to develop and implement long-term strategies and achieve short-term goals.
8. Familiarity with multiple operating systems such as Windows and UNIX, and multiple network protocols.

OFFICIAL POSITION CERTIFICATION

This is a complete and accurate description of this position.

Date

Signature--Staff Member

Date

Signature--Supervisor

Date

Signature--Director of Libraries

Associate Director for User Services
July 31, 2007

The Associate Director for User Services is one of three associate directors reporting to the Director of Hesburgh Libraries.

- Serves on the Library Executive Committee (LEC) which is entrusted with setting library directions and allocating resources; works closely with other senior leaders to ensure appropriate program coordination and development. The Associate Director is also a member of the Library Administrators and Managers Group (LAM), which brings all library administrators and managers together for discussion of library-wide issues, especially in the areas of budget development and human resources activities.
- Provides library-wide vision and direction for a dynamic program of user-centered services that will be highly regarded on campus. Works closely with others in the library, on campus, and in other libraries, ensuring that our services keep pace with the evolving needs of multiple and diverse constituencies. Creates a clear sense of purpose, mission, and a focus on key results which help the Library recognize opportunities to enhance our support for teaching and research through productive collaborations and inspired innovations in and timely assessments of policies and services.
- Participates in the development of the library budget with specific responsibility for developing and allocating the following budgets: resource-sharing and User Services Division.
- Lead the planning initiative for library services and programs in regard to the Hesburgh Library renovation
- Serves as the overall liaison with the Kaneb Center for Teaching and Learning
- Provides administrative leadership and direction to six departments. Engages members of the Division in planning and shaping services and collections, managing their resources, fostering the continuing renewal of library faculty and staff knowledge, and ensuring clear communication.
 - Arts, Architecture and Media Department
 - Chemistry/Physics Library
 - Engineering Library
 - Information, Research and Instructional Services (IRIS) Department
 - O'Meara Mathematics Library
 - Resource Access and Delivery (RAD) Department

- Provides administrative leadership and direction to committees with responsibilities for user services and scholarly communication, including:
 - Circulation Working Group
 - Copyright/Licensing Working Group
 - Document Delivery Task Force
 - Library Services and Programs (LSP) Committee
 - Marketing and Outreach Committee
 - Web CT/Vista Planning Group

As a member of the Library Faculty, the individual is expected to serve the University, contribute to the profession and engage in professional development.

Jennifer A. Younger

Denise Shorey

*Associate Dean
University of Saskatchewan Library
August 2007*

Context

The job profile for deans at the University of Saskatchewan define the role of Dean as follows: "As the chief academic and operating leader of the College, the Dean is accountable for the creation and implementation of the College's and University's integrated plans and for ensuring the academic quality and integrity of the College. Major responsibilities include leading the College planning process; ensuring that strategic and operational plans are in place; advocating and promoting best practices in research, teaching, outreach and engagement, and deployment of human and physical resources; monitoring and improving performance to ensure outcomes as defined in the integrated plans; promoting positive relations internally and externally; and identifying and pursuing opportunities to support and enhance the long-term growth and success of the College and University. Where applicable, the Dean ensures that the accreditation of academic programs by external organizations is maintained".

Primary Purpose

The Associate Dean assists the Dean and leads a discrete portfolio of responsibilities, currently designated as services to clients (Clients Services). The Associate Dean leads the system-wide provision of high-quality library services to its clients, from the seven branch libraries. The Associate Dean is a member of the Library's executive leadership team, reporting to the Dean of the University Library.

Nature of the Work

The Associate Dean is responsible for providing leadership to faculty and staff, especially in relation to the development and delivery of services to clients (faculty, staff and students of the University of Saskatchewan). This role has system-wide responsibilities across all seven branch library locations.

The Associate Dean is supported by a team of Branch Heads (Librarians assigned administrative responsibilities for the day-to-day operations of services delivered through branch libraries). Working in close collaboration with branch heads, the Associate Dean ensures the soundness of library educational programs, the quality of library services to clients, and the effective management of human and physical resources assigned to the client services portfolio.

The Associate Dean functions in a highly demanding environment that requires constant scanning for issues and challenges against multiple priorities and demands on limited resources. The work is of high volume and is complex. Decisions ranging from the mundane to critical are required on a routine basis. The Associate Dean, in consultation with the Dean, is responsible for determining the nature and extent of academic activities in which s/he engages during his/her term.

Education and Experience

A relevant advanced degree, a strong professional practice record, and progressive experience in an academic (or related) environment with recent experience at a leadership level are required. Demonstrated success in contributing to the developing a vision and leading people to achieve exemplary performance and outcomes is desirable.

Accountabilities (Expected Outcomes)

The Associate Dean is accountable for the following outcomes:

Strategic Planning

- *Participates in setting direction for the University Library, especially in the context of services to clients*
- *Develops multi-year operational plans for the client services portfolio aligned with the directions of the Library and the University*
- *Ensures that branch library operational plans are efficient, integrated across the portfolio, and aligned with the directions set by the University Library*
- *Ensures plans are aligned with emerging trends and needs of key stakeholders*

Teaching and Research

- *Communicates academic and research outcomes and priorities to help ensure alignment of library services to clients*
- *Promotes the research and teaching agenda of Library programs through a variety of strategies and contacts*
- *Adds to the reputation and prestige of the Library and the University through individual scholarly work*

Operational Effectiveness

- *Ensures effective implementation of change and new products and services identified through operational planning*
- *Develops and implements policies, procedures and key success measures for the Library's client services*

People and Environment

- *Ensures positive, diverse, and inclusive work and learning environments*
- *Prepares faculty and staff for future key leadership roles*
- *Ensures mentoring, career development and training of staff who report to the position*
- *Builds a robust and balanced leadership team*
- *Aggressively recruits and retains outstanding faculty and staff*
- *Promotes and supports outreach and engagement activities of faculty and, where applicable, staff*
- *Holds people accountable for high standards of performance*

Financial and Resource Management

- *Develops creative solutions to resource challenges*
- *Re-allocates resources to align with and support the outcomes of the client services portfolio and Library's Plans*
- *Ensures long-term growth and sustainability of the Library's physical, financial, and human resources*

Risk Management

- *Incorporates the identification, assessment, and management of risks into the planning processes for the branch libraries and the services to libraries portfolio*
- *Ensures accountability and transparency of the Library's activities, information, and reports*
- *Communicates and ensures compliance with University policies, federal and provincial laws and regulations and collective agreements*
- *Implements and maintains an effective system of checks and balances with respect to financial management and assets, which includes general safeguarding and stewardship of all resources in the Library (financial, physical, and human resources)*

Competencies

Competencies are the attributes and behaviours, manner or style, how skills and knowledge are applied to the job. Each person brings different combinations of competencies to their position. The competencies below are the desired attributes. Feedback with respect to the competencies provides a focus for leadership development to ensure an overall balance, so that no particular set of competencies is over or under-demonstrated.

Leadership | Vision: the demonstrated ability to develop and communicate a compelling and credible vision of the future and positively influence people and events to ensure commitment, alignment, and positive outcomes.

- *Inspires others to follow a common vision*
- *Appropriately delegates authority and responsibility*
- *Sets reasonable deadlines*
- *Invests in others by providing feedback and supporting their development*
- *Supports the success of others*
- *Addresses performance concerns*

Personal Effectiveness: the demonstrated ability to foster respect, integrity, and self-awareness in interpersonal relationships, while demonstrating personal resiliency and wellness

- *Seeks feedback from others and responds by developing capabilities or modifying behavior*
- *Keeps promises and commitments even when unpopular or difficult*
- *Demonstrates emotional maturity and resiliency in difficult circumstances*
- *Demonstrates integrity in words and deeds*
- *Accepts responsibility*

Decisiveness: the demonstrated ability to assess a difficult situation and make a good decision in a timely manner based upon a mixture of analysis, consultation, experience, and judgment.

- *Assesses the importance, urgency, and risk associated with each situation*
- *Makes decisions that are in the best interests of the Library and the University*
- *Demonstrates the willingness to make decisions which others have, by action or word, expressed a reluctance to make*
- *Anticipates how decisions affect other people, teams, or units*

Change: the demonstrated ability to initiate, implement, and support innovation and institutional change and help others to successfully manage change and the willingness to advocate new ideas, especially when risk is involved.

- *Demonstrates an optimistic attitude towards change; embracing change and fostering new approaches*
- *Engages others in the change process*

Communication: the demonstrated ability to convey information and ideas to individuals in a manner that engages the audience and helps them understand, retain, and respond to the message.

- *Provides useful and valuable information to others*
- *Communicates clearly and ensures understanding*
- *Demonstrates an understanding of the impact of communications on others*

Problem Solving: the demonstrated ability to resolve conflict and problems while creating a positive work environment.

- *Listens actively to promote shared understanding*
- *Focuses on facts and data rather than personalities*
- *Identifies shared interests to develop positive outcomes*
- *Demonstrates courage rather than avoidance to resolve conflict and problems*

Collaboration / Team Building: the demonstrated ability to develop effective teams and /or develop the rapport necessary to maintain and strengthen partnerships inside or outside the University.

- *Builds opportunities and partnerships*
- *Creates an environment where diverse views and perspectives are accepted*
- *Maximizes opportunities to get things done through teams*
- *Clearly defines accountabilitys for team and team members*

University Understanding: demonstrating effectiveness within the University environment by applying knowledge of the University, its people, support systems, policies, and structure as a means of achieving results and/or effecting change.

- *Effectively uses existing structures, policies, and protocols to make progress on initiatives*
- *Balances the interests of the University with those of the Library*

Syracuse University
Job Information Questionnaire for Staff

Name: _____
Job Title: Deputy University Librarian and
Associate Dean of Libraries
Department/
School/College: Office of the University Librarian and
Dean of Libraries
Date: October 19, 2005

<i>For HR Use Only:</i>	
Job Code:	_____
Position ID:	_____

The purpose of this questionnaire is to collect information about the duties and responsibilities of your job. We will use this information in several ways such as writing job descriptions, comparing job responsibilities, complying with certain laws, and determining job categories.

When responding to the questionnaire, please keep in mind the following guidelines:

- ✓ **Respond based on actual job duties and responsibilities.** Please describe the job as it exists now. In other words, tell us what you are actually doing in your job (this may or may not differ from what your current job description states) Note: this is not an evaluation of your personal background or performance.
- ✓ **Be objective and accurate.** Try not to understate or inflate information about your job. Base your responses on the typical duties and responsibilities of your job under normal conditions, not on unusual circumstances or temporary assignments.
- ✓ **Be inclusive.** Remember to include the skills you feel are required to perform the responsibilities of your job. Please describe the level and nature of personal interaction you demonstrate in your job. Also, if you are a supervisor, be sure to describe your supervisory/managerial responsibilities.
- ✓ **Review the Job Classification Model and Sample Completed Job Information Questionnaires.** It may be helpful to read through the job categories and the sample completed job information questionnaires before completing the job information questionnaire to help you think about the nature, scope and responsibilities of your role at SU.
- ✓ **Job Classification Category.** Read through the descriptions of the job categories and indicate where you think your position fits.

If you have any questions, please see your supervisor or contact Roger Casanova (x4565) or Carol Sunderwirth (x4632) in Wage & Salary Administration.

Thank you for your time and input.

Job Information Questionnaire for Staff (continued)

Basic Function/Purpose

In a few sentences, please summarize the major purpose of your job.

Responsible for leading the Library in the performance of internal operations. Provides leadership, management and oversight for Library public services, systems, collections and digital and technical services. Reports directly to the University Librarian and Dean of Libraries (UL and DOL) provides direct supervision for the Associate University Librarians for Research and Education Services, Information Management and System Services, Collections Services, and the Director of the Special Collections and Research Center.

Duties and Responsibilities

Please briefly describe the major duties and responsibilities of your job. Attach additional pages, if necessary.

- With the UL and DOL, leads the Library to achieve its vision, mission and goals.
- Provides leadership for designated core service areas to ensure high quality public services, general collections, special collections, digital services and information technology.
- With the UL and DOL, leads the Library in strategic and tactical planning and initiatives.
- Directs the development of collections and new and innovative services that give the Library national standing and recognition.
- Serves as the primary liaison with campus stakeholders to facilitate and fulfill the research and education goals of the Library and the University.
- Works with appropriate staff to foster participation in local, regional, national and international professional opportunities.
- Serves as the administrator-in-charge in the absence of the UL and DOL.
- At the request of the UL and DOL, represents the Library at meetings, events, and other forums.

Washington State University
Position Description

Lindsay
3/2008

Position Number: 38198
Appointment Status: Tenured Faculty, Annual, 100% FTE
Organization and Location: Libraries, Pullman

Working Title: Assistant Dean for Public Services and Outreach

Basic Function: The Assistant Dean for Public Services and Outreach is responsible for planning, coordinating, and managing public services, including personnel, budget, services and facilities, for the WSU Libraries in consonance with the Libraries' Strategic Plan. The Assistant Dean leads the Public Services and Outreach (PSO) division in sustaining and enhancing a full range of user-centered services, and in developing a proactive approach to library services with an emphasis on the integration of emerging technologies for remote delivery of materials, information, and instructional services. Outreach services promote awareness and foster the successful use of research and information services for WSU, community, and state populations, building networks of support and advocacy across campus for teaching, research, and service. PSO shares a service-oriented philosophy that values assessment to achieve a deep understanding of user needs and expectations. The Assistant Dean promotes a working environment in which all employees are supported in developing their skills so that they can contribute to the maximum of their ability, and facilitates the WSU Libraries' efforts in building an open, collaborative organization. This full-time, 12-month position reports to the Dean of Libraries.

Responsibilities

A. Public and research services management and Outreach

1. Plans, coordinates, and manages Public Services and Outreach and facilities in the following libraries and units: Access Services; Architecture Library; Education Library; Health Sciences Library; Holland and Terrell Libraries; Library Instruction; Owen Science and Engineering Library; and Agricultural Sciences Library.
2. Responsible for creating and implementing outreach services and programs that reflect WSU priorities mandated by its land-grant institution status.
3. Understands both the unique and common aspects of the diverse PSO library units and recognizes the need for a balance among them.
4. Monitors PSO expenditures.
5. Assesses services and unit needs to assure user-centered public services.

B. Administration

1. Coordinates with other library divisions to determine effectiveness of Public Services and Outreach, to solve problems, and to plan for effective programs.
2. Works with the regional campus librarians at WSU Vancouver, WSU Tri-Cities, WSU Spokane, the Intercollegiate College of Nursing, and the WSU Energy Library, to coordinate programs with Pullman units.
3. Provides leadership for PSO staff, faculty, and temporary employees.
4. Serves on Library Council (ex officio).
5. Coordinates the efforts of the working groups reporting to this position.
6. Collaborates with library development personnel in fundraising efforts.
7. Fosters atmosphere of open communication, trust, and respect.

C. Personnel

1. Administers University and Libraries policies and procedures related to Public Services and Outreach faculty, staff, and temporary employees.
2. Performs annual reviews for PSO personnel who report directly to this position.
3. Fosters professional development and growth of PSO faculty and staff.

D. Professional, Research, and Scholarly Activities

1. Maintains and shares knowledge of trends and innovations in public services and outreach.
2. Actively participates in professional organizations, research, and scholarly activities.
3. Participates in university and community service activities.

Faculty are expected to communicate well; maintain pleasant, courteous and cooperative relationships; display a professional manner in demeanor and language; and show courteous and effective behavior in meetings.

Qualifications:

REQUIRED:

ALA accredited degree in Library/Information Science; at least 4 years of management experience in a medium to large academic or research library; professional reference and library instruction experience; experience applying new information technologies in public service settings; budget management experience. The successful candidate will demonstrate the following: experience in leadership, mentoring, and motivation; comprehensive knowledge of a large library's varied public service functions; a history of positive interaction with faculty, staff, students, and administrators; excellent interpersonal and collaborative oral and written communication skills; understanding of current issues facing research libraries, including the rapid changes in modes of scholarly communication and strategies for outreach to a wide range of constituents; a progressive record of publication and professional participation that meets the criteria for tenure at WSU.

PREFERRED:

Experience with the following: personnel supervision, interaction with diverse units, facilitation of group decision-making and planning, assessment of services and user needs, fundraising and resource development; demonstrated support for employee development; additional advanced degree.

Signatures:

This position description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this position description and understand the essential functions and qualifications of the position.

Employee

Date

WSU Dean of Libraries

Date

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