

2012 Position Descriptions

UCSD JOB DESCRIPTION				UCSD
JOB DESCRIPTION NUMBER • 204117	PREVIOUS JD NUMBER • 000000	POSITION CTRL NO • 204117	View Org. Chart	
REASON FOR SUBMITTING THIS JOB DESCRIPTION • Recruitment for replacement, same title		REPLACEMENT FOR (Name of previous Incumbent) • Maureen Harden		
INCUMBENT NAME • TAMMY DEARIE	INCUMBENT PHONE •	LOCATION OF POSITION • Main Campus		
CURRENT TITLE CODE • 0355	CURRENT GRADE •	CURRENT TITLE • ADMIN/COORD/OFFICER(FUNC AREA)		
JOB DESCRIPTION HISTORY •				
FOR USE ONLY BY DESIGNATED AUTHORITY				
DEPARTMENT CLASSIFIER •		CLASSIFIER EMAIL •	CLASSIFIER PHONE •	
APPROVED TITLE CODE • 0355	APPROVED GRADE •	APPROVED TITLE • ADMIN/COORD/OFFICER(FUNC AREA)		
DATE RECEIVED • 02/02/2009		DATE REVIEW COMPLETED • 02/02/2009		
RECLASSIFICATION EFFECTIVE DATE •				
FOR USE ONLY BY HR CONTACT				
IS BACKGROUND CHECK REQUIRED • No		IS C.O.I. DISCLOSURE REQUIRED • No		
IS PRE-PLACEMENT PHYSICAL REQUIRED • No		(Dept only) REQUESTED HEERA • Manager, not Confidential		
(Central HR only) APPROVED HEERA • Manager, not Confidential				
OVERVIEW				
WORKING TITLE • Associate University Librarian, Administrative Services		PERCENT OF FULL • 100		
DEPARTMENT • GEISEL LIBRARY	DEPARTMENT NUMBER • 000265	VC UNIT • ACADEMIC AFF	VC UNIT CODE • 1	
SUPERVISOR NAME • SCHOTTLAENDER, BRIAN E. C.	SUPERVISOR EMAIL • becs@ucsd.edu	SUPERVISOR PHONE • 8585343060	SUPERVISOR TITLE • UNIVERSITY LIBRARIAN-EXEC	
TYPE OF SUPERVISION • General Direction				
DEPARTMENT/PROJECT OVERVIEW •				
<p>POSITION OVERVIEW</p> <p>• Reporting to the University Librarian, provides administrative leadership for the staff and services of the following departments: Libraries Human Resources, Business and Finance, Facilities, and Safety and Security. Has primary responsibilities for the financial oversight of the Libraries, with an annual operating budget of \$40+ million and 367 FTE staff. Provides lead oversight on issues related to fiscal planning, budget development and control, and financial operations. Responsible for budgetary strategic planning and forecasting; research and analysis of short and long-term budgetary issues and trends; development of effective budgetary presentation packages; coordination of sound fiscal policy and accounting practices; preparation of resource and expenditure reports; and facilities management. Serves as primary coordinator for the development and implementation of financial and personnel systems. Provides lead oversight of Libraries capital development, renovation, and maintenance.</p> <p>As member of the Libraries' senior management team, collaborates on library-wide planning initiatives, program development, policy development, and resource allocation that support the services and organization of the Libraries.</p>				
SPECIAL CONDITIONS OF EMPLOYMENT •				

UNIVERSITY OF CALIFORNIA, SAN DIEGO
 Associate University Librarian, Administrative Services

EMPLOYEES DIRECTLY SUPERVISED:				
EMPLOYEE NAME	PAYROLL TITLE	JD#	STATUS	%TIME
<ul style="list-style-type: none"> • Maria Din, Senior Administrative Analyst - Supervisor, JD# 102790, Career, 100% • Michael Mogelinski, Senior Administrative Analyst - Supervisor, JD #118400, Career, 100% • Nancy Relaford, Administrative Coordinator - Supervisor, JD#126622, Career, 100% • Karen Gerstoff, Administrative Analyst - Supervising, JD#128976 • Mark Kasimatis, Computer Resource Specialist, JD#201334 				
EMPLOYEES SUPERVISED THROUGH OTHERS:				
EMPLOYEE NAME	PAYROLL TITLE	JD#	STATUS	%TIME
<ul style="list-style-type: none"> • Library Human Resources: 6 career staff employees (1 - Admin Analyst; 2 - Admin Specialists; 1 - ___ Asst III; 2 - ___ Asst II's) • Department of Business and Finance: 5 career staff employees (1 - Admin Analyst; 1 Admin Specialist; 2 - ___ Asst III's; 1 - ___ Asst II) • Facilities: 6 career staff employees (1 - Bldg Maintenance Super; 3 - Building Maintenance Workers; 1 - Senior Mail Processor; 1 - ___ Asst III) • Safety and Security: 4 career staff employees (4 - Senior Proctors) 				
FUNCTIONS WITH CORRESPONDING TASKS				
FUNCTION NAME / TASKS			%TIME	ESSENTIAL
(1.) ADMINISTRATIVE LEADERSHIP			15%	Yes
<p>As a member of the of the Libraries' senior management team, collaborates on library-wide planning initiatives, program development, policy formulation, and resource allocation that support the services and organization of the Libraries. Leads and facilitates ongoing analysis and assessment initiatives.</p> <p>Serves as a member of the University Librarian's Cabinet which meets bi-weekly to discuss and make decisions on library-wide personnel issues, budget planning and expenditures, and operations.</p> <p>Serves as a member of the Library Management Group (LMG) which meets monthly to discuss various library-wide processes and operations.</p>				
FUNCTION NAME / TASKS			%TIME	ESSENTIAL
(2.) ADMINISTRATIVE OPERATIONS MANAGEMENT			40%	Yes
<p>Provide administrative leadership for policy decisions, strategic and organizational planning, budget and resource allocations, and personnel decisions for the following departments: Library Human Resources, Business and Finance, Facilities, and Safety and Security.</p> <p>Human Resources: Responsible for full range of employee/labor relations for management and employees at all levels of the organization, including involvement in contract negotiations, as appropriate. Supervise the Head of LHR responsible for the planning, coordination and supervision of the Libraries' Human Resources Department, which supports all human resource functions, including training and development, for over 600 employees (367 FTE). Coordinate management of \$21 million annual payroll and benefits operation, including state, federal, contracts and grants, and gift and endowment accounts.</p> <p>Business & Finance: Supervise the Head of Business & Finance, who directs the business affairs of the Libraries and oversees its business and financial responsibilities and practices.</p> <p>Facilities: Supervise the Libraries' Facilities Director, who oversees the physical operation of more than 450,000 ASF in seven different sites; manages the Library Mail Services and the Library Annex.</p> <p>Safety & Security. Supervise the Head of Libraries Safety & Security, who oversees and directs safety and security operations for all UCSD Libraries.</p> <p>Manage the development, implementation, and integration of automated financial and personnel systems. Provide leadership in the use of current technology to organize, manage, and distribute financial and/or personnel information.</p> <p>Responsible for overall operation of the department or work unit, including the formulation and administration of policies and/or programs pertaining to it.</p> <p>Authorize the expenditure of University funds.</p> <p>Regularly attend management meetings where routine subjects of discussion are financial issues, including budget planning, ongoing and existing procedures, programs and policies, and personnel and labor relations matters.</p> <p>Make decisions on behalf of the department or work unit, or has a central role in the process of formulating management decisions.</p>				

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Screen applications, interview candidates, and either make selection decisions or recommend individuals for hire.

Train and assign work to new and continuing employees. Provide guidance on performance standards and University procedures.

Independently conduct performance evaluations, including communication with subordinates.

Make recommendations for employee incentive awards and salary increases including merits and reclassifications.

Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submit/recommend same to higher-level management.

FUNCTION NAME / TASKS	%TIME	ESSENTIAL
(3.) FINANCIAL MANAGEMENT	35%	No
<p>Serve as the senior financial administrator and principal advisor to the University Librarian's Cabinet. Develop policies and direct procedures for the effective acquisition, analysis and allocation of financial resources, including state funds; revenue generating activities; state, federal, and private contract and grants; and endowment and gift income.</p> <p>Develop and monitor annual budgets. Compile historical data and provide analysis of variations over past fiscal years, projecting initial program and inflationary changes and analyzing areas of potential savings.</p> <p>Provide accurate and timely financial status information, including regular budget projections and forecasts to senior management.</p> <p>Coordinate library resource management with other campus offices, as appropriate.</p> <p>Develop and implement financial standards and practices as called for by university policies and procedures.</p> <p>Ensure audit principles are established and upheld.</p> <p>Oversee the Library Financial Team (LIFT) charged with developing, presenting, and analyzing the Libraries' budgetary resources and operational and personnel expenses.</p> <p>Work closely with Head, Book Fund Accounting Unit responsible for the daily management of the Libraries' materials budget, including primary responsibility for preparing, analyzing, and interpreting financial reports.</p>		

FUNCTION NAME / TASKS	%TIME	ESSENTIAL
(4.) CAPITAL AND SPACE PLANNING	10%	Yes
<p>Provide administrative leadership for the Libraries capital planning and renovation projects.</p> <p>In collaboration with senior management and Facilities Director, develop and implement strategic and operational plans for the optimal use of library space. Comply with departmental and campus space policies and cooperate in the maximization of space use.</p> <p>Direct the planning for and financing of renovations and maintenance. Prepare short- and long-term capital needs assessment; prepare space allowance analysis; and oversee furniture and equipment inventories.</p> <p>Collaborate closely with campus offices, including Facilities Design & Construction, Physical Planning and Capital Planning.</p>		

KNOWLEDGE, SKILLS, AND ABILITIES

RELATED FUNCTIONS:	DESCRIBE THE KNOWLEDGE, SKILL, OR ABILITY:	IMPORTANCE LEVEL:
1 2	Proven leadership and management skills in a university environment with demonstrated leadership and experience in addressing issues relating to the administrative management of a large academic unit.	Required
1 2 3 4	Strong analytical and conceptual abilities to evaluate complex issues, formulate options, and develop solutions. Strong negotiation, problem-solving and decision-making skills.	Required
1 2 3 4	Exceptional overall communication skills, both written and oral. Ability to communicate ideas, thoughts, complex problems and one's position clearly and concisely. Effectively communicate one-on-one, as well as to make oral group presentations which are well-organized, clear, informative, and persuasive. Excellent interpersonal skills with the ability to interact with tact and diplomacy with individuals from a variety of backgrounds and organizational levels.	Required

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1 2 3	Thorough knowledge of the University budget process with demonstrated experience in the planning, development and management of complex and high dollar volume financial operations involving fund accounting, self-supporting activities, capital budgets, operating budgets, financial analysis, financial reporting, long-range financial planning, and internal financial and audit controls. Demonstrated ability to adapt programmatic objectives to changes in resources.	Required
2	Knowledge of human resource (academic and staff) management. Ability to anticipate problems in work assignment areas and identify appropriate solutions to determine department's needs and direct work flow. Ability to counsel department supervisors on personnel rules and regulations governing department employees. Ability to determine training requirements, encourage employee development, reward and discipline employees and adjust their grievances.	Required
1 2 3 4	Demonstrated experience managing and supervising staff at all levels. Knowledge of team dynamics and motivating employees. Strong commitment to fostering growth and development of others.	Required
4	Demonstrated knowledge and experience in space and facilities management including analysis, funding, design, construction and renovation of buildings and labs.	Required
	Ability to understand, support and implement a consensual vision of the philosophy and goals of the Libraries.	Required
1 2 3 4	Demonstrated knowledge of UC/UCSD policies and procedures, governance and organizational structures, core functional systems and processes, departments, units and communication channels. Knowledge of and ability to implement proper risk management practices.	Required
1 2 3 4	Advanced degree in management or related field and/or equivalent relevant university administrative experience or comparable combination of education and experience.	Required
PHYSICAL ACTIVITIES		
Standing: Occasionally	Crawling: Never	Bending: Occasionally
Walking: Frequently		
Climbing: Never	Kneeling: Never	Sitting: Frequently
Reaching: Frequently		
Balancing: Never	Seeing: Constantly	Keying: Frequently
Feeling: Frequently		
Talking: Constantly	Hearing: Constantly	Handling: Frequently
Lifting 0-20 lb: Occasionally	Lifting 50+ lb: Never	Lifting 0-20 lb: Occasionally
Carrying 0-20 lb: Occasionally	Carrying 20-50 lb: Occasionally	Carrying 50+ lb: Never
Pushing 0-20 lb: Occasionally	Pushing 20-50 lb: Occasionally	Pushing 50+ lb: Never
MENTAL ACTIVITIES		
Reading: Constantly	Writing: Constantly	Calculating: Constantly
Communicating Orally: Constantly	Reasoning: Constantly	Analyzing: Constantly
ENVIRONMENTAL CONDITIONS		
Confined Areas: Occasionally	Exposed to Weather: Never	
Noise Exposure: Occasionally	Vibrations: Occasionally	
Extreme Temperatures: Never	Potential Hazards: Never	
Fumes/Odors/Mists/Dusts: Occasionally	Potential Allergens: Occasionally	
Work Inside: Constantly	Work Outside: Never	
Other Name : Never		
Signatures for Printed Copy		
<p>A. SAFETY Based on Labor Code Section 6401.7 it is expected that all employees know and practice all appropriate safety methods and procedures.</p> <p>B. PAYMENT OF OVERTIME If this position is designated as eligible for premium overtime and is not subject to any collective bargaining agreement, overtime may be paid by either compensatory time off or cash at the option of the department, unless agreement to this effect is not reached, in which case pay shall be provided.</p> <p>I certify that the above description is correct, complete and describes my job as I understand it. I have read both the Safety and Overtime Payment statements.</p> <p style="text-align: center;">Employee's Signature: _____ Date: _____</p>		
SUPERVISOR'S / DEPARTMENT HEAD'S SIGNATURES		
I have reviewed the job description and the above statements and certify to their accuracy.		

Director of Scholarly Communications

Job Code/Title: 1362/Prof Library Staff
Department: Scholarly Communications
Supervisor: University Librarian
FTE: 1.0
Ranked: No
Date Created/ Reviewed: November 2011

Job Level: 0
Job Family: 29
FLSA Status: Exempt
Term: N/A

Position Summary

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.

Supervisory Responsibilities

- Supervise a Scholarly Communications Intern

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.

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.

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.

Associate University Librarian for Collections and User Services**Job Code/Title:** 2133 /Librarian**Department:** Administration**Supervisor:** University Librarian/Vice Provost for
Library Affairs**FTE:** 1.0**Ranked:** Yes**Date Created/ Reviewed:** November 2011**Job Level:** 0**Job Family:** 29**FLSA Status:** Exempt**Term:** N/A**Position Summary**

The Associate University Librarian for Collections and User Services leads, administers, and coordinates collection development and public services for the Duke University Libraries. She/he oversees the allocation and use of the appropriated materials budget, as well as restricted and endowed funds, and the provision of effective services to meet user needs and expectations. In close consultation with faculty and with the libraries' department heads and subject librarians, she/he guides the transition to integrated and complementary print and digital collections and develops innovative approaches to providing library services in support of teaching, learning, and research. As a member of the Libraries' Executive Group, she/he participates in general administrative decision-making, library management, and priority setting. This position reports to the University Librarian and Vice Provost for Library Affairs.

Responsibilities

- Leads and oversees collection development and user services activities performed by subject librarians and other library staff.
- Serves as the library's primary spokesperson regarding collections and services to faculty, students, and administrators and forges collaborations with academic departments and programs.
- Provides direct supervision of the heads or directors of the following departments and branch libraries: Access and Delivery Services; Collection Development; Data and GIS Services; Digital Scholarship and Production Services; East Campus Libraries; International and Area Studies; Preservation; Research Services; and the Special Collections Library.
- Oversees and promotes the development of digital collection-building initiatives and the provision of resources and services to advance digital scholarship.
- Chairs the Collections and User Services Council, which develops and approves policies regarding collections and services.

- Participates in recruiting, hiring, and evaluating library staff with collection development and user services responsibilities.
- Oversees allocation and use of the materials budget and additional endowments and restricted funds.
- Prepares reports for the university administration for a variety of purposes, including annual collections budget requests, external reviews of academic departments and programs, and library impact statements concerning new degrees and majors.
- Participates in library fund raising and stewardship.
- Participates in collection development activities, working with curators and subject librarians to identify potential donors of collections and to solicit and acquire collections.
- Encourages attention to scholarly communication issues within the library and on campus, working closely with the Scholarly Communication Officer.
- Promotes cooperative collection development and collaboration regarding services and planning with the libraries of Duke's professional schools (Business, Divinity, Law, and Medical Center).
- Participates in overall system-wide planning, policy development, resource allocation, and personnel management as a member of the library's Executive Group.
- Fosters professional development of librarians and staff to meet the challenges of a rapidly changing environment.
- Represents the collections and user services interests of the Duke University Libraries in regional consortia (especially the Triangle Research Libraries Network), national forums, and international initiatives.
- Contributes to and is active in state, regional, and national meetings, conferences, and workshops, reviews professional literature, and networks with professional colleagues outside the University to stay informed about developments and trends in collections services, technical services, and special collections.
- Performs other duties and undertakes special projects as needed and assigned

Supervisory Responsibilities

- Supervises heads of departments and branch libraries as indicated above.

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: Master's degree from an ALA-accredited program or an equivalent combination of relevant education, experience, and training.

Preferred: Advanced degree in an academic discipline.

Experience:

Required: At least ten years of progressively responsible experience related to collections and user services in an academic research environment and a minimum of five years of successful management and supervisory experience; demonstrated management and supervisory skills; broad knowledge of the library's role in instruction and research; strong leadership, interpersonal and oral and written communication skills; demonstrated ability to analyze work processes and introduce appropriate technological solutions for greater efficiency of operations; ability to establish effective working relationships campus-wide in a collaborative and entrepreneurial environment; proven experience working closely and frequently with faculty; a record of significant professional activity; awareness of national and international issues and trends in collection development, public services, special collections, and preservation; and ability to work independently and collaboratively in a rapidly changing environment.

Preferred: Prior experience working in an academic research library. Reading knowledge of one or more languages beyond English; knowledge of current uses of technology in library operations; successful record with fundraising efforts; significant participation in professional associations and/or relevant publications demonstrating leadership in library, university, national and international programs and initiatives; experience working in a consortial environment; successful record of developing and initiating new programs.

Working Conditions

- Must be able to work in an environment in which exposure to materials containing dust and mold is possible

- Normal office environment
- 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



George A. Smathers Libraries
Library Financial and Human Resources
Human Resources

422 Library West
PO Box 117024
Gainesville, FL 32611-7024
352-273-2595
352-392-4538 Fax
www.uflib.ufl.edu/pers/

POSITION VACANCY ANNOUNCEMENT

POSITION: Associate Dean for Scholarly Resources and Research Services

RANK: Associate Dean and Associate University Librarian
or Associate Dean and University Librarian

REPORTS TO: Dean of University Libraries

JOB SUMMARY:

The Associate Dean for Scholarly Resources and Research Services is responsible for the administration of the scholarly resources and research services of the Smathers Libraries, exclusive of the Health Science Center Libraries which reports directly to the Dean of University Libraries. The five branch library Chairs report directly to this position. In all, the Associate Dean for Scholarly Resources and Research Services coordinates the efforts of 116 staff and faculty with responsibilities for approximately \$7,800,000 in appropriated funds for library materials. For descriptions of the units and organizational structure of the Smathers Libraries, please refer to the Libraries' organizational chart at <http://www.uflib.ufl.edu/backpage.html>. An organizational chart reflecting the Associate Dean for Scholarly Resources and Research Services' responsibilities can be found at:

http://www.uflib.ufl.edu/admin/Smathers_Libraries_draft_org_chart.pdf.

RESPONSIBILITIES:

- Exercises direct administrative leadership for Smathers Libraries in the Humanities and Social Sciences, Sciences, Special and Area Studies, Government Documents, and departmental libraries for Architecture and Fine Arts, Education, Journalism, and Music, including all of their public service and collections responsibilities.
- Coordinates for the above units, inclusive of materials, human resources and operations, a total appropriated budget of just over \$13,900,000.
- Provides leadership in strategic planning, administration and resource allocation.
- Maintains ongoing engagement with faculty and staff to define needs, set priorities, and develop policies and establish goals, objectives and budgets.
- Keeps abreast of developments in the administration of academic research collections.
- Ensures effective and responsive collections in support of the University's teaching and research programs.
- Organizes and maintains a program of regular contact with appropriate academic faculty, staff and benefactors.
- Chairs the Smathers Libraries Advisory Group for Research Services and Scholarly Resources (see <http://www.uflib.ufl.edu/committees/agrssr/>).

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- Works with faculty and staff to identify and prioritize areas for which external support is needed.
- Fosters grant initiatives.
- Manages public services that support the university's curriculum and research needs.
- Serves as the Smathers Libraries liaison to the Florida Council of State University Libraries Collections Planning Committee.
- Fosters an atmosphere of collegiality and innovation.
- Builds upon the Libraries' leadership role within the campus community.
- Represents the Libraries in appropriate local, state, regional and national organizations.

QUALIFICATIONS:

Required:

- Masters degree in relevant field.
- Minimum of ten (10) years of relevant managerial experience.
- Experience in building and developing research collections, resource allocation and budget preparation. Experience managing a materials budget of at least \$5,000,000 and an overall operating budget of at least \$10,000,000.
- Experience in developing and evaluating academic library services.
- Demonstrated success in human resource management, including the ability to lead and engage staff through the process of organizational improvement and change.
- Knowledge of current trends in academic and scholarly resource management.
- Broad understanding of current and emerging information technologies and patron services in academic libraries.
- Experience in team-oriented project management.
- Excellent analytical, planning, interpersonal and communication skills.
- Commitment to staff development and cross department collaboration and communication.
- Knowledge of digitization practices and technology applications.

Preferred:

- Master's degree from an ALA-accredited program or international equivalent.
- Ph.D. or additional subject master's degree is highly preferred.
- Proven success with fundraising and grants development and management.
- Demonstrated record of leadership and achievement in librarianship, including mentoring, scholarly work, and professional/institutional service.
- Qualifications sufficient to be considered for tenure upon appointment. (For a description of tenure for library faculty please see the [Smathers Libraries Career Development Handbook](#).)

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University Libraries and Museums
Sheridan Libraries
JOB DESCRIPTION

Name:

Title: Associate Director, Digital Curation & Research Center

Reports to: Sheridan Dean of University Libraries & Museums

Role:

Level:

Range:

Position Summary:

The Associate Director of Library Digital Programs reports to the Dean of University Libraries and may act for the Dean in his absence. Responsibilities include actively and effectively participating in library-wide planning and decision-making as a member of the Sheridan Libraries' Leadership Team; providing visionary, energetic and innovative leadership in area of responsibility; effective, efficient and creative management of resources - including staff, budget, and facilities - in area of responsibility; developing and implementing long-range goals, strategies, and priorities in area of responsibility; exhibiting and promoting spirit of collaboration and teamwork both within area of responsibility and Sheridan Libraries as a whole; actively participating in, and representing the Libraries at, relevant national and international professional associations.

Responsibilities:

- Provides leadership and management support for staff and programs in the Center for Scholarly Resources and Digital Knowledge Center, and directly supervises the heads of these departments.
- Works closely and collaboratively with the other Associate Directors, Director of the Center for Educational Resources, and Head of Library Systems to ensure that the Libraries effectively prepare for and deploy digital technologies and content needed by current and future users.
- Oversees a dynamic program of research and scholarly publication in a broad range of digital library initiatives.
- Coordinates, makes, and encourages staff to make, frequent presentations about

Hopkins' digital library programs in high-visibility venues to ensure maximum impact for and benefit to the libraries.

- Develops outward-looking partnerships with faculty, other Hopkins staff and with external organizations at local, national and international levels.
- Provides leadership and management support for staff and programs in the Center for Scholarly Resources and Digital Knowledge Center, and directly supervises the heads of these departments.
- Works closely and collaboratively with the other Associate Directors, Director of the Center for Educational Resources, and Head of Library Systems to ensure that the Libraries effectively prepare for and deploy digital technologies and content needed by current and future users.
- Oversees a dynamic program of research and scholarly publication in a broad range of digital library initiatives.
- Coordinates, makes, and encourages staff to make, frequent presentations about Hopkins digital library programs in • high-visibility venues to ensure maximum impact for and benefit to the libraries.
- Develops outward-looking partnerships with faculty, other Hopkins staff and with external organizations at local, national and international levels.
- Designs and secures agreement on decision-making structures that will set clear priorities for library digital programs, ensures adherence to agreed standards/practices, and has authority to effectively resolve conflicts.
- Ensures that the numerous independent digital initiatives currently planned or in progress throughout the Libraries proceed in such a way as to foster integrated access to scholarly communications regardless of format or location.
- Actively participates in meetings of the Library Advisory Council and University Libraries Council, working closely with faculty, students and librarians throughout the university to ensure that the Libraries digital programs are responsive to their needs.
- Serves as the Libraries liaison and chief representative to national and international library and computer/information science associations and government agencies focused on library digital programs, such as the Digital Library Federation, Coalition for Networked Information, EDUCAUSE, National Science Foundation and Institute for Museum and Library Services

Qualifications:

*LM Human Resources
Sheridan Library MSEL
3400 N. Charles Street
Baltimore, MD 21218
410-516-8736*

JOB DESCRIPTION

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

Librarian II or 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.

Integrated Library System (ILS) Coordinator

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.)

Reporting to the Director of Libraries and the Five Colleges Librarians Council through the Director of Libraries, this position leads the management and ongoing utilization of the Five Colleges Libraries Aleph integrated library system, related projects and auxiliary services. Working with the UMass Amherst Libraries ILS Unit and Systems & Web Management Department staff, the primary Aleph contact(s) at each of the member libraries, the Aleph Advisory Group, and the Five Colleges functional committees, the Coordinator facilitates communication and project efforts among the libraries and within the shared Aleph system including maintaining common configuration tables, troubleshooting problem reports, writing custom reports, coordinating software patches and upgrades, and providing training and documentation to library staff. This position serves as the information conduit between vendors and the Five Colleges Libraries, including advocacy, possible enhancements, special ILS-related projects, and auxiliary services. The incumbent is expected to maintain a broad and detailed mastery of Aleph and other core applications while contributing to and advancing the collaborative vision of the Five Colleges Libraries

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.

Reports to Director of Libraries and the Five Colleges Librarians Council through the Director of Libraries. The position has substantial independent responsibility without immediate supervision but performance is reviewed for effectiveness and conformance with established policies, rules and regulations.

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.

None

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. Oversees ongoing implementation of the Five College ILS system. Working in consultation with the UMass Amherst Libraries ILS Unit and Systems & Web Management Department staff, the primary Aleph contact(s) at each of the member libraries, the Aleph Advisory Group and the other functional committees, formulates, disseminates, implements, administers and revises related policies and procedures as required.
2. Evaluates, recommends, and implements information technologies for continued improvement, maintenance, and administration of the Aleph integrated library system, related projects and auxiliary services, including:
 - Coordinating installation and implementation of software upgrades and system enhancements;

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UNIVERSITY OF MASSACHUSETTS, AMHERST
Integrated Library System (ILS) Coordinator

- Customizing Web OPAC interfaces and scripting as required;
 - Maintaining and compiling data input into systems tables;
 - Testing of system parameters of all new functions and external connections (such as Z39.50);
 - Running management reports and other batch jobs;
 - Creating and maintaining documentation and coordinating support and training for staff ;
 - Writing SQL database reports and supporting reporting applications; and,
 - Working on special projects as necessary.
3. Coordinates communication and efforts of the Aleph Advisory Group and other committees dealing with the specific functional aspects of the integrated library system.
 4. Works collaboratively with the UMass Amherst Libraries ILS Unit and Systems & Web Management Department staff that provides hardware and software support for the Five Colleges Aleph integrated library system, related projects and auxiliary services.
 5. May be asked to represent the Five Colleges at appropriate, selected professional meetings and conferences.
 6. Performs other related duties as required.
 7. Works a schedule which includes some evening, weekend, and holiday hours.

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. Minimum of two (2) years of experience in an academic, research, or special library.
3. Demonstrated understanding of MARC, Unicode and experience with OCLC software.
4. Demonstrated experience managing integrated library systems. Aleph or other Oracle and Unix-based systems preferred.
5. Demonstrated experience with Oracle SQL, UNIX/Linux, HTML, XML, JavaScript, and PERL.
6. Demonstrated ability to learn new technologies and stay current with technical developments.
7. Thorough understanding of library operations.
8. Ability to communicate and negotiate effectively with both library and vendor staff.
9. Ability to organize work, develop effective work processes, assess work priorities, and work independently.
10. Excellent analytical, trouble-shooting and problem solving skills related to technical environment.
11. Excellent interpersonal skills, including the ability to foster a collegial work environment that encourages change and innovation; and the ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of individuals and groups in a complex and rapidly changing environment.

OFFICIAL POSITION CERTIFICATION

This is a complete and accurate description of this position.

DATE

SIGNATURE - STAFF MEMBER

DATE

SIGNATURE - DIRECTOR OF LIBRARIES

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UNIVERSITY OF MASSACHUSETTS
CAMPUS: *Amherst*

JOB DESCRIPTION

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

Librarian IV

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.

Head, 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. 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 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. Oversee the libraries technology infrastructure, IT support, web services, and other information access and production technologies.
4. Work cooperatively and collaboratively to move forward choices about technology use based on what is strategic for the library and its users.
5. Participate in library-wide planning and governance, work in a shared decision making environment, and serve as a member of the Library's Senior Management Group.
6. Provide leadership and guidance for support of existing systems and implementation of new and

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- emerging technologies to be used in the Library's highly networked information environment.
7. Serve as liaison with campus computing and telecommunication units, including negotiating for and coordinating service support as needed.
 8. Maintain contacts with appropriate on-campus and off-campus agencies in order to maintain currency on new developments in appropriate technologies.
 9. Represent the Libraries through participation in local, regional, and national forums and professional activities.
 10. Perform other related duties as assigned.

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. Ten years of professional library experience in this or a comparable research, academic, special library, including three years of experience in library information technology.
3. Demonstrated ability to combine technical knowledge and communication skills to explore projects and solve problems including the ability to prioritize and complete tasks in sync with library goals and objectives.
4. Demonstrated successful managerial ability and leadership skills, including complex project management, prototyping and budgeting.
5. In-depth understanding of technological trends and developments in academic libraries and a strong commitment to keep up with new technologies.
6. Excellent communication and interpersonal skills, commitment to collaborative work environment, and ability to handle multiple priorities in a library embracing advanced information technologies.
7. Experience and skill in evaluating and implementing information technology applications, and in collaborating with academic computing operations in a campus setting.
8. Ability to view issues from a Library-wide perspective, foster teamwork, and stimulate cross-functional collaboration.
9. Familiarity with multiple operating systems such as Windows and UNIS, and multiple network protocols.

OFFICIAL POSITION CERTIFICATION

This is a complete and accurate description of this position.

Date

Signature--Supervisor

Date

Signature--Director of Libraries

Date

Signature--Staff Member

redesign, effct. 2012

**Northwestern University Library
Librarian Position Description**

POSITION TITLE: Associate University Librarian for Administrative and Collection Services

REPORTS TO: Dean of Libraries

SUMMARY: The associate university librarian for administrative and collection services provides leadership and direction for the administrative and collection services division, the units of which are responsible for acquisitions, cataloging, electronic resources management, collection analysis, collection stacks management, remote storage facility operations, human resources administration; financial management; facilities management; business office, receiving room, personnel office, and administrative suite office operations. Plans, manages, administers, and is accountable for use of the library's materials budget. In cooperation with other key administrators, leads in the development and management of collections. Represents the university and the library in groups and cooperative programs related to assigned responsibilities and in other situations as appropriate. Advises and assists the University Librarian in all aspects of library management and administration.

RESPONSIBILITIES:

Provides leadership and direction for the technical services units of the library, which are responsible for acquisitions and licensing, cataloging and database management, electronic resource management and collection analysis, and related activities. Supervises the heads of the units. Promotes communication and cooperation among these units, with other departments in the University Library, and with the Chicago campus and Qatar campus libraries.

Plans, manages, administers, and is accountable for use of the library's materials budget. In cooperation with other key administrators, leads in the development and management of collections. Representing the library in meetings, listservs, and forums focused on collection management issues, including those of the CIC collection development officers group and the ALCTS chief collection development officers of large research libraries discussion group.

Provides leadership and direction for the administrative services units of the library, which are responsible for human resources administration; financial management; business office, receiving room, personnel office, and administrative suite office operations. Supervises the heads of these units. Provides assistance on matters relating to administration throughout the libraries and at the NU Press.

Supervises the operations manager of the Oak Grove Library Center, a high density library materials storage facility in Waukegan, Illinois. Ensures the effectiveness of accessioning, inventory control, climate control, security, retrieval, and delivery operations. Facilitates appropriate communication and collaboration between the staff of the OGLC and staff of other units of University Library, other NU libraries, other NU units, and other non-NU organizations with which NUL has storage and or materials delivery agreements.

Participates in all aspects of library budget planning and management. Provides direction, advice, support, and approval for budgeting and financial reporting decisions not requiring UL signoff, and substitutes for the financial manager as necessary in the financial operations approvals workflow. Represents the library in the NU budget managers group.

Serves on the administrative committee, the university librarian's cabinet. Assists the university librarian and works with other members of the administrative committee to carry out the mission of the library. Participates in the library's management council, a forum for department heads and senior management.

new in 2011

**NORTHWESTERN UNIVERSITY LIBRARY
LIBRARIAN POSITION DESCRIPTION**

- POSITION:** Head, Digital Collections and Scholarly Communications Services
- REPORTS TO:** Dean of Libraries and Charles Deering McCormick University Librarian
Associate University Librarian for Special Libraries
- SUPERVISES:** Assistant Head, Digital Collections and Services
Visual Resources Librarian
Outreach and Training Specialist

SUMMARY: Under the general direction of the AUL for Special Libraries, the Head of Digital Collections and Scholarly Communications Services has primary responsibility for the conceptual development and execution of digital library projects and digitization and repository services at Northwestern University Library; and under the general direction of the Dean of Libraries/University Librarian, he/she provides leadership, direction and coordination of the activities and services of scholarly communications programs at Northwestern University Library. The two dimensions of the position are expected to overlap in programmatic, physical and technological ways and thus the two supervisors are expected to be in close communication with the incumbent and each other.

RESPONSIBILITIES: Acts as administrative director of the Center for Scholarly Communication (or the equivalent entity in the Library), coordinates the work of affiliates on specific projects and initiatives, and works closely with Library liaisons, specialists, Digital Collections and Services, and the Scholarly Communications Committee to develop Center programs and referral services. Articulates a vision for the development of all aspects of an effective Scholarly Communications program, including outreach programs and events, internal training and awareness programs for library staff, advising faculty on policy issues including copyright and funder mandates, and promoting relevant open access publishing initiatives. Plays a key leadership role in developing and sustaining services for retention and curation of important digital content from the Northwestern community, including research data, publications, visual and media resources, technical reports, field notes, presentations, and gray literature and other born-digital ephemera of enduring value. Participates in digital publishing, e-science, and digital humanities initiatives and plays a leadership role in development of digital content curation services. Fosters effective relationships with key Library and University partners including but not limited to faculty, academic units, information technologists, the University Press and the Office of Research.

As head of the Digital Collections and Services department, is responsible for management of all aspects of the department, including planning, prioritizing and implementing policy and direction, budget management, and communication with appropriate University faculty, Library staff, vendors, and relevant colleagues in partner research libraries. Is responsible for the conceptual development and execution of special digital library and faculty projects, digitization services for library departments and faculty, the Digital Image Library, and development and support of repository services and affiliated faculty digital projects. Supervises the staff of the Digital Collections Department, including an assistant department head, and directly or indirectly supervises the staff engaged in project management, production, consulting, training and media delivery services to library staff and university faculty; scanning of printed materials using specialized scanners; conversion of analog slide, image, film and other media items to digital formats; and enhancing the content and usability of the Digital Image Library and the digital library repository.

Actively seeks opportunities to leverage the strengths of library staff in extending to the campus digital library services for digital content creation and management, metadata analysis and application, and content licensing and data curation. Fosters and promotes effective communication with all members of the University community concerning the Library's digital initiatives and services. Works closely with NUIT and the Library's Technology Division to shape the content and design of Northwestern's digital library repository and other systems needed to support digital content and collections. Works closely with other departments in the Library and university faculty to assure successful delivery of services and digital collections. Participates in or leads library or university committees. Participates in and leads development of grant and other funding requests. Manages the content, service, and collection policy aspects of Northwestern's digital repository, including the development of criteria for inclusion and relevant copyright and intellectual property safeguards.

Represents Northwestern University Library in forums at the regional, national, and international level—especially those that focus on the development of policy, services and initiatives in areas relating to the above responsibilities. In particular, leads NUL participation in relevant programs of the CIC and the ARL.

QUALIFICATIONS: A Masters degree from an ALA accredited program in library or information science or the equivalent combination of education and relevant library experience required. At least ten years progressively responsible experience in an academic library setting required. Advanced leadership and management skills with demonstrated ability to build partnerships and bring innovative and complex programs and projects to completion. Significant expertise and knowledge of a wide range of standards and practices in intellectual property and copyright law, metadata, digital content and media, and digital library development. Ability to maintain effective working relationships with all levels of the University community and with outside vendors and partners. Excellent communication and interpersonal skills required. Proven ability to promote cooperative efforts among library and other campus units and to foster productive collaborations. Demonstrated flexibility and initiative in a changing environment required. Experience working directly with faculty and students required. Evidence of continuing participation in professional and scholarly activities required. Record of mentoring activities, especially as related to the development of leadership and management skills in librarians and staff, preferred.

Submitted July 1, 2011

Report ID: HRB540

The Ohio State University
 POSITION DESCRIPTION

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 Run Date: 04/29/11 03:34 PM

Name:	Patton-Glinski, Lisa	Position #:	00031963
Employee ID:	200145580	Jobcode/Classification:	0766 Assistant Director-Libraries
Effective Date:	06/18/2010	Working Title:	AD-Planning & Administration
Title Group:	Unclassified	Position Status:	Approved
Salary Admin Plan/Range:	A&P / 00	Status Date:	06/18/2010
FLSA Status:	No FLSA Required	Headcount:	1
Senior A & P:	Yes	Target/Hiring Range:	\$0 to \$0 per year
Reg/Temp/Term:	Regular	Long Term Closure Code:	Essential
Full-Time/Part-Time:	Full-Time	Short Term Closure Code:	Essential
Appointment Length:	12/12 Months		
College/VP Office:	University Libraries	1) Reports to Position #:	00020815
Department:	D3200 University Libraries	Working Title:	Director-Libraries
Position Organization:	32000 University Libraries	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Directs, plans, implements, assesses, and oversees implementation of University Libraries' Planning and Administrative Services in alignment with the Libraries' mission and strategic plan. Planning and Administrative Services includes human resources, budget and fiscal management, business services, facilities management, communications and public relations, and planning and assessment which supports approximately 60 faculty, 170 staff and 500 student employees in ten library locations with a \$30 million budget.

Consults with and provides counsel and advice to the Director, Associate Directors and Assistant Directors on relevant issues. Provides leadership and collaborates in library-wide planning, policy making, development and evaluation of services. Serves on the Executive Committee.

Represents libraries to internal and external constituents.

Assures that Planning and Administrative Services activities and functions operate within and are integrated with university policies and strategies; oversees and maintains established financial and operational processing environment to ensure adherence to established internal control structures. This includes, but is not limited to, appropriate segregation of duties in processing all financial and human resources transactions, appropriate mandatory approvals and appropriate mandatory reconciliations; assures compliance with applicable external agencies, laws and regulations; ensures efficient and effective operations.

Duties Description:

Duty Pct	Duty Description
20	directs budget and fiscal activities including salary and benefits, acquisitions, plant, operations and maintenance, supplies, services and equipment; directs business services operations conducted by the Mail Room, Supply Room & Business Office in support of libraries activities.
20	directs human resources activities including organizational development and initiatives, talent management, recruitment and selection, on-boarding, training and leadership development, compensation, performance management and employee relations for students, faculty and staff.
15	directs and oversees planning and assessment activities; coordinates the development of strategic long and short term plans; provides for the collection, assessment, compilation and dissemination of relevant data to meet internal and external needs.
15	hires, trains, supervises and evaluates staff, including administrative support for leadership.
15	directs internal and external integrated marketing, communications, and public relations plans; oversees events and events planning.
15	directs facilities management activities including building maintenance, capital improvements, construction projects, space planning, allocation, safety and security at all library locations.



Position: Associate Director for Collections, Technical Services, and Scholarly Communications

Description:

The Associate Director for Collections, Technical Services, and Scholarly Communications provides leadership, vision, and strategic direction for collection development and management, acquisitions and cataloging, and collection access services of the Ohio State University Libraries. This position also has responsibility for scholarly communications initiatives, including the Knowledge Bank digital repository, e-publishing, and policy oversight for collections to be digitized. Reporting to the Director of University Libraries, the Associate Director will manage the evolution of the Libraries' information resources to match the needs and behaviors of users and enhance and promote access to the Libraries' print and digital collections by Ohio State faculty, students, and staff and by scholars and other researchers worldwide.

Responsibilities:

- Oversees and coordinates the work of the units comprising the division of approximately 15 faculty and 89 staff who have responsibility for collections policy, acquisitions, cataloging/metadata services, collection management/storage operations, preservation, access services, including circulation, e-reserves, document delivery and interlibrary services, and scholarly communications initiatives.
- Manages a materials budget of approximately \$10 million, with a focus on accelerating the transition to electronic formats as content becomes available.
- Oversees and leads the creation, discovery, display, and preservation of digital content, as part of a robust publishing and archiving platform for the research output of the university, working closely with the Assistant Director for Information Technology.
- Works with unit leaders in the division to develop strategic directions and assess service quality.
- Plays a leadership role in library-wide planning, policy making, development and evaluation of services.
- Represents Ohio State University in OhioLINK and the Committee on Institutional Cooperation (CIC) collection development/management activities and participates in other consortial activities.
- Provides leadership and training to academic liaison librarians, working closely with the Associate Director for Research and Education and the Associate Director for Special Collections and Area Studies.
- Fosters a collaborative work environment, encouraging personnel to work across departments within the University Libraries to support the goals and initiatives of the Libraries' strategic plan.

Qualifications:

Required:

- Masters degree in Library/Information Science from an ALA-accredited program (or equivalent degree).
- Minimum of five years of progressively responsible professional experience in a large academic or research library or comparable experience elsewhere.

3/31/2012

- Demonstrated administrative excellence, including leadership, effective supervisory and budgetary skills.
- Knowledge and understanding of significant trends and issues in collection management, scholarly communication, and evolving modes of librarianship.
- Strong analytical and decision making skills.
- Collaborative management style that empowers others to excel.

Preferred:

- Record of research, publication, and scholarly achievement sufficient to warrant appointment with tenure at the Associate Professor level.
- National or international reputation in the field of collections or technical services librarianship.
- Significant record of participation in relevant professional associations.

Rank/Salary:

This is a full-time, permanent, 12-month tenure-track faculty appointment. Salary and faculty rank are dependent on qualifications and experience.

Benefits:

The University offers competitive benefits in the form of 22 days vacation, 15 days sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one's annual salary. State and alternative retirement choices are also available. For a summary of benefits, see: <http://hr.osu.edu/hrpubs/ben/fs-bensummaryreg.pdf>

Founded in 1870, The Ohio State University is a comprehensive, state-assisted university offering a complete environment for learning for its 3,000 faculty and 58,000 students. Additional information about The Ohio State University Libraries is available at <http://library.osu.edu>.

Application:

Nominations or applications will be accepted until the position is filled. Preference will be given to applications received by XXXXXXX. Send letter of interest with a current resume and name, address, phone, and email address of three references to:

Greg Newman
Human Resources
The Ohio State University Libraries
1858 Neil Avenue Mall
Columbus, OH 43210
Tel: 614-247-8887
Email: newman.25@osu.edu

The Ohio State University is an equal opportunity, affirmative action employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

3/31/2012

Position Description
University Library

Title: Director, Financial and Physical Resources

Classification: Exempt; Leadership Phase 2

Incumbent: Vacant

Reports to: Dean, University Library

Revision Date: March 2011

The University Library is comprised of seven physical locations situated around the University campus, and employs approximately 150 FTE faculty and staff. The work of the Dean's Office supports the library system. The University Library Strategic Plan sets an ambitious program for the transformation of library collections, facilities, services, and its organizational culture, designed to ensure the library's continued growth and development over the course of the University's second century of development.

Primary Purpose of the Position:

This leadership position within the University Library works closely with University Library senior leadership including the Dean, Associate and Assistant Deans, Head of Library Systems & IT, and the Human Resources Manager. The Director, Financial and Physical Resources provides leadership, direction and expertise to promote and enhance fiscal leadership through long-term financial strategy and planning, monitoring, management and reporting, including the management of policies, systems and processes. The Director provides expertise to the library's senior leadership about space design and allocation including major capital projects, building maintenance matters, refurbishment plans, and furnishings. The Director is responsible for ensuring processes and procedures are in place and risks are mitigated to ensure the safety and security of employees, visitors, collections, and facilities for all library locations, working collaboratively with the Facilities Management Division, Workplace Safety and Environmental Protection, and Campus Safety. The Director holds overall accountability for the administrative service operations of the Dean's Office.

Nature of the Work:

This position reports directly to the Dean of the University Library, and works closely with the Associate and Assistant Deans, Head of Library Systems & IT, Human Resources Manager, and Library Branch/Unit Heads. The Director is the primary contact with the Financial Services Division for financial resource management, and with the Facilities Management Division for space and infrastructure issues. The work is unstructured and frequently time critical; of high volume of work requiring complex problem solving, with the need for accuracy and frequently confidentiality. This position requires discretion, a high level of integrity and independent judgment. The position must deal with emerging and unpredictable events in a sensitive and timely manner,

and therefore evening and weekend work may be necessary to resolve issues. This position is required to work in an environment where it is critical to balance the needs of multiple stakeholders, both internal and external, towards positive outcomes within resource constraints. A high level of concentration is required for continuous planning and for dealing with multiple projects with competing priorities. The position requires a commitment to accountability, transparency, governance and continuous improvement. The Director is responsible for the success of one direct report and four indirect reports, and will supervise temporary project-related employees from time to time.

Accountabilities:

Financial Resources

- Works collaboratively with the Dean to allocate funds appropriately to ensure that the Library's strategic priorities are developed and executed
- Is the expert advisor to the Dean in relation to the development of financial strategies and planning for the library
- Ensures that comprehensive and sustainable annual and long-term multi-year resource plans for the Library are developed and implemented, in alignment with the Library strategic plan
- Understands the University's resource allocation mechanisms and projects the impact of changes in parameters on revenue and expense allocation, and identifies strategies to affect outcomes
- Oversees all financial management activities for the Library, including oversight of the library's operating budget, capital funding, IT allocation, special funds, targeted funds, and trust and endowment funds.
 - Works collaboratively with the Human Resources Manager who oversees the library's salary budget
 - Works collaboratively with the Head, Library Systems & IT to identify emerging IT funding needs, managing within existing resources and identifying supplemental funding sources
 - Works collaboratively with the Library's Development Officer to remain abreast of current Library advancement initiatives, and to understand University advancement processes
- Oversees the budget process, information technology funding agreements, financial risks are effectively managed, coordinated and overseen to ensure resources are used effectively, efficiencies are achieved, duplication is reduced, plans and budgets are sustained, and that opportunities for new resources are successfully pursued
 - Sets achievable revenue targets, based on analysis of past history and emerging trends
- Works closely with the Assistant Dean (Services to Libraries) to monitor expenditures and external factors impacting on the Acquisitions Budget (e.g. currency fluctuations).
- Works with designated senior leaders responsible for the targeted funding allocated to SHIRP and AHSL

- Ensures timely and accurate financial reconciliation of accounts, reporting and analysis that supports informed strategic and operational decisions
- Ensures timely processing of payments and invoices and depositing of revenues
- Maintains the integrity of financial information by ensuring that financial data is complete and accurate and complies with legislation, general accounting principles, best practices, agreements with external parties, and U of S policies and procedures
 - Works closely with Purchasing Services to develop RFPs and RFQs, and to develop service contracts with vendors in a timely manner and in compliance with legislation and university policies
- Leads special financial projects that are complex and require a high degree of analysis and recommendation of proactive management solutions
- Ensures opportunities to gain additional funding, joint initiatives/partnerships, or alternate use of existing budgetary resources are identified and investigated
- Develops and implements policies and procedures to ensure the Library has robust internal financial controls in place.
- Acts as the primary point of contact with the Financial Services Division and Audit Services

People Resources

- Supports the success of direct and indirect reports by mentoring, coaching, and managing performance
 - Direct reports: Library Support Services Manager
 - Indirect reports: 3 clerical assistants, 1 truck driver
- Ensures that direct and indirect reports are held accountable for high standards of performance and outcomes that are aligned with the vision and direction of the college and university
- Model a high standard of performance and outcomes, ensure positive, diverse and inclusive work environments
- Works closely with the Human Resources Manager as required to fulfill these accountabilities

Physical Resources

- As the primary contact with FMD for all Library facilities, projects or maintenance issues, ensures the accurate exchange of technical and factual information and the timely addressing of issues
- Ensures that space/facilities planning, renovation and refurbishment projects deliver the required functionality and quality expected by stakeholders (students, faculty and staff), while ensuring the work is completed on time and in a cost-efficient manner
- Plays a significant role in the planning and execution of capital projects (e.g. the move to the new health sciences library)
- Leads project teams as required to achieve desired outcomes, utilizing project management methodology
- Works with the Dean to develop long-term space/facility plans, including long-term planning for growth and the refreshing of capital equipment

- Coordinates the logistics for the restoration of water-damaged books, works with staff in the affected areas in managing the removal and restoration/replacement of the items, and liaises with the Facilities Management Division regarding building repairs
 - Ensures communication with stakeholders occurs through liaison with the Assistant Deans
- Involved with the coordination of the safe study service operating out of the Murray Library, from the perspective of the safety and security of the physical space
- Develops effective, collaborative professional working relationships and partnerships both internal and external to the Library
 - Key campus relationships include Financial Services Division, Facilities Management Division, Audit Services, Campus Safety, Workplace Health Safety & Environment, University Learning Centre, Risk Management

Risk Management

- Fosters and promotes a culture of responsible risk taking
- Ensures the Library's exposure to risk/liability is mitigated, by identifying and coordinating activities
- Develops appropriate policies, procedures and processes to ensure:
 - a safe working environment for employees and visitors
 - in collaboration with the Human Resources Manager, WSEP and the Health & Wellness Resource Centre, resolves specific ergonomic needs and identifies funding to address the deficiencies
 - that risks to collections and facilities are identified and mitigated
 - that federal and provincial laws and regulations are complied with
 - that university policies, procedures and regulations are effectively implemented, interpreted and communicated
 - that the Library complies with the University signing authority policy, including ensuring due diligence
 - that internal controls are in place, and deficiencies and weaknesses are identified and rectified
- Oversight of the fire evacuation drills for the Murray Building (including the Library, the Gwenna Moss Center for Teaching Effectiveness, Starbucks Café, University Learning Centre, and University Archives)
- Chairs the Local Safety Committee
- May serve on the University's Ergonomic Committee

Administration

- Oversight of the functioning of the administrative service operations of the Dean's Office
 - Administrative service operations includes:
 - provision of clerical support within the Dean's Office
 - library and office supplies for the Library
 - telephones, postage, printing
 - computer lab and room bookings

- coordinating library hours
 - key control
 - cash deposits from library fines, etc.
 - minor work requests and repairs, including elevators
 - office equipment (i.e. faxes, printers, photocopiers)
 - sorting and delivery of mail and library materials for the Library
 - management of the library's intranet and email distribution lists
 - assignment of study carrels and lockers
- Maintains the Library's restoration plan for water-damaged items
 - Positively influences the direction of the Library through active participation, as required, with the Library senior leadership
 - Contributes to the direction of the University through membership on University committees as appropriate
 - Seeks opportunities to collaborate and share information with others on campus with similar areas of responsibility
 - Ensures success of projects through the provision of effective project management, coordination or facilitation for a variety of project types – renovations, events, disasters, etc.

Qualifications:

Education: A bachelors degree in commerce, specializing in finance or accounting, plus a professional accounting designation.

Experience: A minimum of 5 years of progressively responsible experience in a financial leadership role; significant experience with managing multiple projects with changing and conflicting priorities is essential for this position. Experience with strategic planning, financial analysis and financial reporting is also required. Experience with UniFi would be a definite asset.

Skills: Demonstrated ability to lead and motivate others; ability to develop strong professional relationships; solutions oriented with the ability to provide innovation to problem solving; ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly; ability to think creatively and strategically; the ability to interpret and communicate financial information and systems to a non-financial audience; attention to detail and a high level of accuracy; effective organizational, time and stress management skills; demonstrated effective interpersonal skills; ability to demonstrate tact, diplomacy, and discretion; demonstrated ability to collaborate with a wide range of people; effective research, analysis and writing skills; proficiency in the use of advanced spreadsheet applications/functions and database applications.

Performance competencies: The incumbent will be responsible for meeting the performance competencies for the position in the areas of leadership/vision, support for progress, results orientation, personal effectiveness, communication, and relationship building.

POSITION DESCRIPTION
Associate Director, Digital Services Division
Senior Level Service

Introduction

The Associate Director, Digital Services Division, serves as one of the senior executives reporting to the Director of the Smithsonian Institution Libraries (SIL) and is responsible for planning, organizing, administering, developing, implementing, and coordinating all activities for the SIL web presence, digitization of SIL content, coordination of web 2.0 activities, product development and licensing, and associated e-commerce activities. The Smithsonian Institution Libraries is a complex library system consisting of 20 branches located in Smithsonian museums, research institutes and other offices in New York City, the Republic of Panama, and the Washington, D.C. area. The incumbent administers the program and staff of the Digital Services Division, on which each of the Libraries' 20 branches depend to provide essential services: web-content management, digitization, electronic publication, computer support and instruction, and digital image processing. In total, the departments that make up this division serve Smithsonian researchers through a variety of web-based services and a world-wide audience of over four million unique yearly visitors. The Associate Director is responsible for identification and implementation of appropriate technologies to meet the diverse needs of Smithsonian researchers and visitors.

The Associate Director is a member of SIL's executive management team and participates in administration of all matters affecting the Libraries, including policy development and implementation, budget oversight, and personnel. The incumbent represents the Libraries' on SI-wide committees and working groups, such as the Digitization Planning Committee, Webmasters Group, the Web Strategy Team, Smithsonian 2.0, and others that formulate SI-wide policies and procedures concerning web strategies and digitization. The incumbent develops collaborative projects with museum and research staff and articulates funding proposals to internal as well as external sources. The incumbent serves as the main point of contact for all contracts relating to digital services. The incumbent serves on national and international committees and makes presentations to national and international groups on all areas that affect Smithsonian Libraries.

The Associate Director provides the leadership to direct the division in performing outstanding library digital services and the vision to seek new, innovative policies, programs and practices that continue to provide exceptional library services to the Smithsonian community.

Major Duties

Oversees management of personnel located in the Web Services Department, Information Services Department, SIL Imaging Center, and Digital Images Coordinator. Working as a team, the Division's staff design, create, maintain, and promote a variety of web and other digital services for the SIL and SI communities, as well as for cooperative projects on a national and international scale. The Division also assists in the support of digital applications and work-related personal computer applications within the Libraries. In consultation with department

heads, determines the mission, objects and goals for digital services and web-related projects and develops policies, procedures and workflow that will achieve these goals. Regularly reviews division success in meeting SI and SIL mission and goals. Within authority delegated by the Director, establishes personnel policies for the division and makes recommendations for selections, promotions, awards, and other personnel actions including disciplinary actions. Establishes performance standards and evaluates performance following SI and SIL guidelines and schedules. Determines staff training and development needs and makes recommendations to meet these. Vigorously promotes two-way communication with all division staff as a means to maintaining high morale and achieving excellent service.

Administers the information technology program of the Libraries and coordinates it with other programs within and external to the Smithsonian. Determines the mission, objectives, and goals for information technology and leads staff in formulation of needs and selection of appropriate technologies to meet those needs most effectively. Establishes broad policies, procedures, and priorities for information technology that will lead to achievement of goals. Works with subordinate staff to interpret policies and solve problems, and adjusts priorities, schedules, and resources to meet changing requirements. Plans, implements, and monitors program to ensure security of all SIL automated systems.

Manages large-scale national and international digitization projects, such as the Biodiversity Heritage Library, in which SIL is engaged, frequently attending international meetings and workshops and making presentations as requested.

Represents information technology needs and concerns, but with an overview of the entire Smithsonian Institution Libraries system and a thorough understanding of the program requirements of the Institution for library services and technology use. Participates fully in the overall administration and management of the Libraries through membership in the SIL Executive Committee and may serve as Acting Director in the Director's absence. Shares equally in development and documentation of SIL's long- and short-range planning efforts, fund-raising activities, budget decisions, personnel policy formulation, and major organizational changes.

Working closely with staff from all SIL units, plans and develops SIL's online presence, SIL's digital publications (digital editions, online exhibitions, etc.) as well as new modes of electronic outreach (blogs, wikis, etc.). Recognizing the rapid pace of change to standards, policies, and procedures in the digital arena, the lack of standard policies, procedures, and practices regarding digital applications, draws in best thinking from the larger community and the Institution in general and guides formulation of SIL strategies and approaches. Provides guidance and leadership to SIL staff in all areas of digital engagement.

Works closely with the staff of the Smithsonian Institution Scholarly Press to develop new publishing platforms for Smithsonian scholarly content and to streamline workflow and provide readers with the optimum reading experiences. Maintains strong cooperative relationships with the Chief Information Officer and other senior administrators in the Institution concerned with information technology policy, planning and implementation. Serves as SIL's representative to Institution-wide planning groups and

committees on matters concerned with uses of technology within the Institution. Represents the interests of the Libraries on the national and international level, through active participation in professional organizations and through presentations and publications. Acts as expert consultant to other research libraries, museums and associations on matters relating to information technology and policy development.

Monitors changing professional, technological and workplace events with a view to taking the best advantage of new developments and new opportunities for enhancing the efficient operation of the division. Interprets trends and assesses impacts of trends in digital and web services. Makes recommendations on development of new programs.

Works closely with the staff of the 20 branches and other units to ensure timely, reliable support for digital and web-related services. Maintains good communication with department and branch heads regarding procedures and practices that affect service, including participation in the Branch Librarians group and other formal or informal SIL groups.

Participates fully in the administration and management of the Libraries through membership in the SIL Executive Committee. As needed, serves as Acting Director in the Director's absence. Shares equally in development and documentation of SIL's long- and short-range planning efforts, fund-raising activities, budget decisions, personnel policy formulation, and major organizational changes.

Represents digital and web-related services, activities and concerns within SIL and to the SI community. More broadly, serves as a spokesperson for the SIL, representing its mission and goals to the Institution and beyond. Provides information and advice on issues regarding digitization in general and automated library services.

Factors

Knowledge Required

A full understanding of the major technological, structural, and substantive issues confronting research libraries and political and technical skill in developing and administering information technology projects to support library services and operations. Specialized knowledge of programs, procedures, management, and technological infrastructure of the SIL.

Thorough knowledge of theories and practices of library, museum, and business information technology in order to develop and maintain an up-to-date technological infrastructure for the SIL that interfaces well with other systems used within the Smithsonian. Specialized knowledge of digital technologies and their application within research libraries and museums.

A successful professional experience of at least three years in managing library digitization services for a large university or research library, as demonstrated by reports of successful installations of large digital libraries.

Expert knowledge of technology industry trends and issues as they relate to computer applications in research libraries and museums.

Mastery of library technology marketplace to solve highly complex problems; to develop new and innovative approaches to policies, programs, and methods; and to serve as an authority for other libraries or library systems.

Excellent written and oral communication skills as shown by publications or public presentations.

Supervisory Controls

The Associate Director for Digital Services reports to the Director of Libraries. The incumbent exercises considerable authority and independence in the administration of web, information services, and digital imaging units, interpreting both Institution and Libraries' missions, objectives, policies, etc. The incumbent serves as technical expert and authoritative source for information regarding all aspects of web services and digitization. Work is reviewed for results only.

Guidelines

The incumbent works within established federal and Smithsonian policies but shares in the development of long- and short-range planning efforts, budget decisions, library-wide policy formulation, organizational changes, etc. The incumbent also takes into account industry, Institution, and library standards in areas such as integrated library systems, acquisitions, cataloging, and document delivery to ensure that SIL practices are compatible. As a senior executive of the SIL, the incumbent is responsible for implementation of staff and general policies, requiring considerable personal judgment and initiative.

Complexity

The position involves highly complex web and digital library services issues as well as considerable supervisory and administrative duties and a broad understanding of all Smithsonian Institution directives, programs and applications regarding contracts, fund accounting, collection management, etc. in order to meet the requirements of SIL operations and services. Substantive political and technical skills are required to guide SIL staff in planning for and employing new technological applications and standards in support of digital services. Smithsonian requirements for digital services differ from standard academic institutions due in part to the need to conform to federal guidelines, the multiplicity of separate administrative units, and the relationship to the museum community; therefore, the incumbent cannot rely completely on existing models. The position involves assessing, evaluating and implementing new technologies to improve technical and automated library services.

Scope and Effect

The purpose of the work is to analyze major issues in digitization, web presentation, information

access and dissemination or to develop authoritative new approaches, methods, or standards to resolve critical or highly unusual information problems. The work affects the policies, standards, and principles used by librarians, the development of major aspects of library programs, or the efficiency of library services rendered to clientele within or outside the agency or major component. The work directly affects the users of the Libraries, both Smithsonian Institution staff and national and international scholars dependent on information about and access to SIL collections for scholarly research.

Personal Contacts

The incumbent has extensive and intensive contacts with fellow SIL executives, senior Smithsonian administrators; other SI personnel including researchers and scholars; the international library and information science community; and his/her own staff.

Purpose of Contacts

The contacts are to ensure the provision of timely, thorough, accurate technical and automated library services to the Libraries and the Smithsonian community. The incumbent maintains strong cooperative relations with other members of SIL's senior executive staff to assure that the needs for technical and automated library services are met. Contacts within and without the Smithsonian are to establish and maintain consultative relationships and to exchange information. Contacts within the national and international library community are for the purpose of exploring and implementing cooperative programs and projects to increase the resources available to SIL staff, as well as to identify and assess trends in technical and automated library services. The high level of contacts requires character, tact, and sound judgment.

Physical Demands

The work is largely sedentary; however, walking, bending and climbing usual in libraries is occasionally present.

Work Environment

The work environment is a normal office setting suitable for the post. The office is currently physically located in Washington, D.C. in the National Museum of Natural History.

Syracuse University Library
Associate Dean for Undergraduate Education (UE)
Job description

Position purpose: to enhance the quality of undergraduate education and improve student outcomes.

- 1) **Provide undergraduate education expertise and recommendations.**
 - a) Identify trends and best practices in undergraduate academic education and identify leading providers of undergraduate education in libraries
 - b) Build relationships across the academic community to support and enhance undergraduate education
 - c) Build relationships across the academic community to provide education to those who teach on how the Library enhances student outcomes
 - d) Recommend actions that strengthen undergraduate learning and library use
 - i) Lead the planning for Library programs and services for undergraduates
 - ii) Recommend actions for collecting and using information and data about SU undergraduates' academic activities to strengthen library services
 - iii) Drive new service initiatives
 - iv) Identify the role technology plays in the undergraduate learning process
 - e) Work with students, student organizations, and others as appropriate to gain understanding of undergraduate students from their perspective
- 2) **Create infrastructure to develop and administer technology-based (e.g., online) educational programs focused on undergraduate library use.**
 - a) Identify experts within and outside of the library with whom to work collaboratively to develop and maintain technology-based educational materials (e.g., podcasts, video, and other web-based tools) to replace current classroom-based general research skills/information literacy instruction program
 - b) Create an assessment process for undergraduate educational programs to ensure relevance and meet changing and expanding needs
- 3) **Provide administrative oversight for the Learning Commons** (Bird Library and Carnegie Building)
 - a) Provide direction to the Learning Commons Director
 - i) Oversee the ongoing development of the Learning Commons
 - ii) Create and secure implementation of library fellows program to develop and mentor new librarians in undergraduate services roles and responsibilities
 - b) Lead the planning for the renovation of Learning Commons spaces in collaboration with other Library administrators
- 4) **Librarian Personnel Administrator**
 - a) Manage recruitment, searches, performance reviews, retirements and resignations for librarians and professional staff (usually classified as S5 and above).
 - b) Manage promotion/permanent status and emeritus status processes for librarians.
 - c) Oversee the *Librarians' Manual*
- 5) **Disability Services**
 - a) Provide leadership for the Library's Disability Services program
- 6) **Other**
 - a) Participate in any relevant dialog on undergraduate education
 - b) Ensure the provision of appropriate environments for student engagement;
 - i) Provide input on any discussion of the library's public learning spaces, e.g., study rooms, classrooms, open study spaces, etc.
 - c) Contribute to the overall leadership of the library and actively engage in the academic community

2/3/09; rev. 5/19/09 lem; draft rev. 1/9/12 lem

Washington State University
Position Description

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

Working Title: Associate Dean of Libraries

Basic Function: The Associate Dean is responsible for planning, coordinating, and managing public services, technical services and systems, including personnel, budget, services and facilities, for the WSU Libraries in consonance with the Libraries' Strategic Plan. The Associate Dean leads the Libraries 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 delivery of materials, information, and instructional services in all platforms. The Associate Dean participates in assessment, in promoting awareness and fostering the successful use of research and information services for WSU, community, and state populations, and in building networks of support and advocacy across campus for teaching, research, and service. The Associate 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. Administration of Public and Technical Services

1. Works with the unit heads and team leaders across the divisions to plan, coordinate, and manage services and facilities in the following areas: Access Services; Assessment; Research Services; Scholarly Communication; Systems; and Technical Services.
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 library units and recognizes the need for a balance among them.
4. Assesses unit needs and services to assure the provision of the best user-centered services.
5. 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.
6. Provides leadership for staff, faculty, and temporary employees.
7. Serves on Management Advisory Committee (ex officio) and other groups.
8. Coordinates the efforts of the working groups reporting to this position.
9. Collaborates with library development personnel in fundraising efforts.
10. Fosters atmosphere of open communication, trust, and respect.

B. Personnel

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

C. Professional, Research, and Scholarly Activities

1. Maintains and shares knowledge of trends and innovations in library services, assessment 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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**Washington State University
Position Description**

Position Number: 41611
Appointment Status: Faculty, Tenure-track, Annual, 100% FTE
Organization and Location: Libraries, Pullman

Working Title: Head, Collections

Basic Function: This position administers the Libraries' unit that coordinates selection activity and acquires intellectual resources to support the teaching, learning, research, and service activity at Washington State University.

Reports to: Assistant Dean

Responsibilities

Administers and approves expenditure of the \$5 million-plus collections budget. Collaborates with the Collection Managers for each funding unit and with twenty-some subject selectors to select serials, monographs, media, and electronic formats for all Pullman libraries. Oversees serials selection and cancellation projects, as necessary. Oversees collection management for monographs, including weeding projects and disposal of library materials. Oversees expenditure of gift funds for collections and manages receipt of gifts in kind.

Chairs the Collections Management Working Group, the oversight committee for collections. Monitors and revises collection policies, as needed. Oversees collection assessment and accreditation review projects.

Reviews and approves licenses with vendors and publishers for electronic resources; negotiates favorable terms, including price, service, and archival rights; consults with the Attorney General, as necessary.

Serves as liaison to consortial partners: serves as the WSU representative to the Orbis Cascade Alliance Electronic Resources Committee, the Greater Western Library Alliance Collection Development and Management Committee, Washington Cooperative Library Project (CLP) and other consortia like BCR, Solinet, Minitex, UW/WSU, ICCL, and others. Negotiates with consortial partners and vendors and commits WSU resources for selected products.

Assists in the purchase of monographic library materials by selecting vendors and managing fund accounts and payments. Prepares collection management reports. Reviews business and service agreements from time to time.

Serves as liaison to the regional campus libraries for shared access and cost for licensed and purchased electronic resources.

Serves as liaison to Technical Service units to assure an efficient workflow for licensed and purchased resources to be linked, cataloged, and made accessible to users.

Works with the Assistant Dean and other unit heads to set priorities, allocate resources, and develop plans, policies, and practices to enhance the access of library resources for all users at all locations. Serves on library groups, committees, and task forces and shares in faculty governance.

Participates in professional organizations and serves the profession by conducting research, writing, and speaking.

Engages in service activities within the Libraries, the University, and the community.

Qualifications

REQUIRED:

ALA accredited degree in Library/Information Science.

Five years of professional experience in a large academic library.

Professional experience with collection development or acquisitions in a large academic library.

Organizational, project management, analytical, and decision-making skills.

Excellent interpersonal and communication skills, both oral and written.

Demonstrated ability to work effectively as a team member in a rapidly changing environment.

Demonstrated ability to work effectively and cooperatively within a diverse university community.

Record of professional and scholarly achievement warranted for a faculty appointment.

PREFERRED:

Administrative experience in collection development in an academic library.

Administrative experience in acquisitions in an academic library.

Experience negotiating licenses for electronic resources.

Experience working and negotiating with publishers, library vendors, and library consortia.

Successful managerial and supervisory experience and evidence of leadership qualities to be an effective unit head.

Reading knowledge of at least one foreign language.

WASHINGTON UNIVERSITY LIBRARIES

LIBRARY POSITION

POSITION TITLE: Associate Dean, University Libraries (Organizational Development)

REPORTS TO: Vice Chancellor for Information Technology and Dean of University Libraries

SUMMARY: As a member of the Senior Management Team, be responsible for the design, articulation, and implementation of library collections, programs and services. Ensure the development of library programs that meet the library's mission of supporting the teaching and research needs of the university and enhancing its role in the international research community. Develop library policies that are in keeping with the University's priorities.

QUALIFICATIONS:

MLS from an ALA accredited library school.

Second master's degree preferred.

At least five years of increasingly responsible administrative experience in an academic or research library.

Demonstrated understanding of and commitment to providing traditional and innovative library collections, programs and services to all segments of the University community.

Demonstrated understanding of and commitment to the application of technology to expand and enhance library services.

Demonstrated interpersonal communication and leadership skills.

Evidence of professional interest and activity.

DUTIES:

Devise, document and execute a long-term planning process for the University Libraries. 25%

Implement a quality assessment and measurement program for the libraries. 20%

Assess professional development and staff training needs and implement a program to meet those needs. 20%

Provide professional leadership to staff in analyzing workflow and designing new, more efficient, effective ways of doing things. 15%

As a member of the senior management team, participate in planning, budget, operation, and personnel decisions for the University Libraries. 10%

Participate in regional, national, and international organizations and consortia as required to serve the University's needs. 5%

Ensure the implementation of University and Library policies. 5%

