

POSITION POSTING

POSITION: Library Director
LOCATION: Shafer Library
REPORTS TO: Vice President of Academic Affairs
DATE POSTED: January 20, 2012
DATE AVAILABLE: Immediately

Primary Purpose of Position: This position is a full-time, 12 month, 40 hours per week, administration position responsible for the management of all elements of the University's library holdings, including those in Shafer Library and affiliated collections. The director is responsible for innovative and collaborative leadership; promoting strategic goals for both the library and the University; integrating library services in support of academic outcomes; and managing library resources and personnel to meet changing needs.

Education and Status: Candidates must possess a master's degree in library/information science from an ALA-accredited institution; at least five years of academic library experience with at least three years of progressive experience in library administration; a demonstrated record in budgeting, strategic and facility planning, and project management; excellent communication, interpersonal, and supervisory skills; knowledge of emerging trends and new technologies in libraries, scholarly communication and research methods, and higher education; a commitment to customer service, faculty development programs and outcomes assessment.

Duties:

1. Provides leadership in developing and maintaining traditional library collections, methodologies and services along with those of the current online environment and evolving information technologies.
2. Promotes student, faculty, staff, and community use of library resources and services through outreach and assessment activities.
3. Ensures development of research, bibliographic, and information literacy training for students and faculty.
4. Conducts needs assessments as part of the strategic planning process for library and related academic support services.
5. Oversees long-range planning, acquisition strategies, development of computer-based library systems, and staffing levels/roles in order to provide adaptive services for the University community.
6. Oversees daily operations and administers operating budget for library resources and personnel.
7. Supervises and evaluates library personnel, and promotes staff growth and development.
8. Prepares library sections of reports for regional accreditation, state authorization, and professional accreditors, and assures appropriate reports are completed for the university as well as state / national agencies.
9. Represents the library, or delegates participation, on University committees to ensure integration of library services with college programs and instructional activities.
10. Represents the library, or delegates participation, on local, state (inc. OPAL and OhioLINK committees), and national levels.
11. Maintains, or delegates, WTS Library Collection job responsibilities, and cataloging control of university library holdings in satellite locations.
12. Perform all other duties deemed necessary for this position.

PLEASE NOTE: This position will accept applications of both on-campus and off-campus simultaneously.

The Office of Human Resources is accepting applications through March 15, 2012. Send UF application and résumé to: The University of Findlay, Office of Human Resources, 1000 North Main Street, Findlay, OH 45840, hr@findlay.edu or fax information to 419-434-5976. The University of Findlay is an Equal Opportunity Employer/Educator.