



Assistant Director, Library Collection Services

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Please see Special Instructions for more details.

Unofficial transcripts should be from the college or university which verifies minimum qualifications for the position. Upon an offer of employment, official transcripts from all colleges and universities attended must be submitted. Continued employment is contingent upon receipt of transcripts from all colleges and universities attended. Please provide contact information for three professional references on your application. Include correct email addresses if available.

Posting Details

Department/College	Library
Position Title	Assistant Director, Library Collection Services
Job Category	Administration
Posting Number	00269
FLSA	Exempt
Full or Part Time	Full-Time
Other	12-month tenure-track with faculty rank of Assistant Librarian.
Temporary	No
If Temporary, number of months	

Duties Under the supervision of the Library Director, the Assistant Director is responsible for providing vision and leadership that both reflects current needs and anticipates future trends in the evolving library and information environment. The Assistant Director is responsible for the strategic planning, operational proficiency, and administrative oversight of technical services operations including cataloging, collection development, electronic resources and serials, systems, and some special collections. The Assistant Director will direct all aspects of technical services, including development of policies and procedures; and recruiting, scheduling, training, supervising, mentoring, and evaluating librarians and support staff. The Assistant Director will lead the library in providing access to materials in a changing mix of user- oriented online environments for Athens State University faculty, students and staff. This position also provides

some public service work and research instruction via a one-credit hour online course consisting of traditional and non-traditional students. This is a twelve-month tenure-track position with faculty rank of Assistant Librarian.

DUTIES:

Leadership and Administration:

- Responsible for the supervision and operation of the library in the absence of the Library Director. Represents the Director at on and off campus events and meetings in their absence.
- Understands and embraces the library's mission, vision, values and strategic plan, applying them to daily routine. Plans for future growth and innovation, set goals and objectives leading to the realization of the vision for Library Services as it pertains to the College's strategic goals.
- Assists the Director in developing, interpreting, enforcing, and evaluating procedures and practices for Public Services in optimizing services including the creative use of technology for public services operations.
 - Develops, interprets, enforces and evaluates procedures and practices for Collection Services in supporting and optimizing services and operating efficiencies including the creative use of technology for technical services operations.
 - Maintains statistics of the technical services operations and prepares narrative and statistical documentation and reports; make presentations and reports to the Library Director, the Board of Trustees, and others as necessary
 - Evaluates operations; measures success and assesses needs to determine library service responses. Develops new programs; coordinates and implements plans for expansion of services.
 - Collects and analyzes feedback from stakeholders, including working with faculty, students and staff to evaluate existing library programs and resources, and developing and executing plans for enhancing them to ensure service quality.
 - Supervises the preparation or prepares accreditation and evaluation review reports.
 - Provide strategic direction for the development of new digital collections, projects, and services.
 - Understands the community's needs and how library services can meet those needs.
 - Maintains an awareness of current library issues and trends affecting all library departments; reads professional literature and attends workshops

Collection Services:

- Provides vision for and directly supervises Collection Services staff and librarians.
- Provides leadership in the selection, implementation, and management of the library's Integrated Library System (ILS). Develops and maintains the library automation system and automated administrative functions, including coordinating with other departments to maintain the operations of the system.
- Oversee collection development, acquisitions, cataloging, processing and preservation of both print and electronic materials. In coordination with the Director, assigns budgets, monitors performance and implements changes as necessary
- * Oversee collections management activities, including guiding space planning for on-site and remote storage.
- * Coordinate projects, training, and documentation across the department to ensure that cataloging and processing are done consistently and according to current best practices, which staff expertise remains up to date, and that projects involving multiple staff are carried out efficiently.
- * Work with staff to set processing priorities and establish workflows.
- * In consultation with technical and public services staff, investigate and implement new methods of providing access to collections.
- * Resolve problems and questions related to Collection Services.
- Serves as the primary liaison to vendors.
- Evaluates and improves quality of services, effectiveness and technical proficiency of staff within the operating areas.
- Secure grants or other external funds to preserve, conserve, and improve access to the collections.
- Make appraisal decisions based on documentary and evidentiary value, in consultation with librarians and faculty.
- Maintains inventory of department equipment and supplies.
- Provide reference services through various communication methods to on-campus and off-campus students and faculty and keep accurate counts.

University Service & Representation:

- Serves as liaison to one or more academic departments.
- Teach information literacy skills via embedded sessions, bibliographic sessions, video creation, and instruction as necessary for student and faculty development.
- Actively develop and implement ideas for the promotion of the library to the university community including but not limited to programs, activities, and services.
- Participates in a variety of departmental, campus, regional and statewide committees and represents library issues, ideas and concerns.
- Is professionally active in local, regional and national library and information organizations; makes professional contributions, and brings visibility to the Library and to the University.

- Positively represent Athens State University in professional, community, and state organizations.
- Other duties as assigned.

QUALIFICATIONS REQUIRED:

- Master's degree in library science or recognized equivalent from an ALA-accredited program.
- At least 5 years of progressively responsible experience in an academic, research or public library system
- Experience supervising staff and librarians in a highly collaborative and team-oriented environment.
- Excellent leadership qualities including strong interpersonal and public communication skills.
- Deep knowledge of Collection Services areas including cataloging, metadata standards and best practices, acquisitions, and processing.
- Demonstrated ability to adapt quickly to new technologies and implement those deemed appropriate for the community.
- Demonstrated record of strong organizational, planning, interpersonal, oral, and written communication skills.

QUALIFICATIONS PREFERRED:

- Doctorate degree in field related to librarianship or higher education administration, and/or a second master's degree in a management or library related area, from a regionally accredited institution.
- Experience in an academic library.
- Experience developing, implementing, and managing budgets.
- Experience developing strategic plans and assessing outcomes.
- Experience in bid, purchase, and implementation of new ILS systems.
- Experience in cataloging, acquisitions, preservation or collection development.
- Familiarity with distance education library services.
- Evidence of strong service orientation as demonstrated by an ability to work effectively with faculty, staff, students, and library personnel at all levels.
- Ability to work independently or with minimal supervision.
- Ability to plan and direct activities and to supervise multiple employees simultaneously.
- Knowledge of best practices and trends in all areas related to technical services and library systems.
- Active professionally in library and related organizations.

Qualifications

Salary Band: A142

To view salary schedules visit: <https://www.athens.edu/human-resources/salary-schedule-tables/>
Salary will be commensurate with experience and qualifications.

Salary Schedule

Located in historic Athens, Alabama, Athens State University offers junior and senior-level coursework to community college graduates and transfer students holding sufficient credits from other institutions. Presently, over 3,100 students have selected Athens State because of its neighborly environment where 50 majors and degree programs are offered, with courses taught by a supportive and exceptional faculty. Approximately 80% of the students are enrolled in at least one online course. The typical student is a working adult who commutes. Recently, the University was featured in the 2015 Best Value Online College Rankings by OnlineU.org for four online programs including computer science, accounting, education and human resources. The University offers undergraduate degree programs in Liberal Arts, Teacher Preparation, and Business. The University employs more than 350 full and part-time employees with approximately 90 full-time faculty members in three colleges: College of Arts and Sciences, College of Business, and College of Education. Seventy-five percent of the full-time faculty members hold a terminal degree. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Athens, Alabama is located in north Alabama equidistant between Nashville, TN and Birmingham, AL. Athens is home to several events and festivals that have been featured as the Southeast Tourism Society's "Top 20 Events in the Southeast" including the Athens Storytelling Festival and the Tennessee Valley Old Time Fiddlers Convention.

University Information

EEO Statement	Non-Discrimination Policy Statement Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256- 233-8175.
Background Check Statement	In accordance with Athens State University Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from that criminal background check.
Close Date	
Open Until Filled	Yes
Special Instructions to Applicants	Unofficial transcripts should be from the college or university which verifies minimum qualifications for the position. Upon an offer of employment, official transcripts from all colleges and universities attended must be submitted. Continued employment is contingent upon receipt of transcripts from all colleges and universities attended. Please provide contact information for three professional references on your application. Include correct email addresses if available.
Additional Information	Athens State University participates in the E-verify System to verify employment eligibility for all newly-hired employees. Starting date: January, 2021 Review of applications will begin, November 05, 2020 and continue until filled. For assistance, contact the Human Resources Office at 256-216-3333 or email us at employment@athens.edu .

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- Chronicle of Higher Education web or print ad
- Higher Ed Jobs.com
- Special Publication or Professional Journal
- Athens State University website (Athens.edu)
- Personal or Employee Referral
- Local newspaper ad
- Other
- Inside Higher Ed

2. * Do you have at least 5 years of progressively responsible experience in an academic, research or public library system?

- Yes
- No

Applicant Documents Required Documents

1. Curriculum Vitae
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Other Document

(<http://www.athens.edu>)

 (<https://plus.google.com/115000273492790258173>)  (<http://www.twitter.com/athensstuniv>) 
(<http://www.facebook.com/athensstateuniversity>)  (<http://www.youtube.com/athensstate>) 
(http://www.linkedin.com/groups?home=&gid=4540293&trk=anet_ug_hm)