

HUMAN RESOURCES DEPARTMENT

COMPENSATION SERVICES / BOX 1879 / PROVIDENCE RI 02912 / 401 863-1792, 401 863-9320

Position Description (Grade 12 and above)

Section 1: Identifying Information

Position Title:	Associate University Librarian for Scholarly Resources	Date Prepared:	February 2007
Reports To:	University Librarian	Prepared By:	Harriette Hemmasi
Department:	University Library	Phone Ext.:	3-2162

Section 2: Position Purpose

Briefly state below in *a few sentences* the primary purpose of the position including quantitative data that supports the scope of the position relative to the department and/or University.

Reporting to the University Librarian and responsible for administering an \$8 million resources budget with oversight for the work of 20 librarians and support staff, the Associate University Librarian for Scholarly Resources (AUL/SR) articulates the direction of building, managing, and preserving the Library's collection, leads in formulating collection and reformatting policies, and advises on scholarly communications issues both locally and nationally. The AUL/SR works closely with other library managers to ensure a fully integrated approach to traditional and digital library collections, services, and projects. As a member of the Library's senior administrative team, the AUL/SR will play a lead role in library-wide planning and evaluation and in setting the Library's strategic directions.

Section 3: Major Responsibilities & Expected End-Results and % Time.

Describe the major areas of responsibility and the results the incumbent is expected to achieve.

1. (40%) Administers an \$8 million resources budget, leading library staff in collection budget preparation and analysis. Monitors programmatic and budgetary trends, and develops new strategies for budget expenditures, including active engagement in cooperative agreements.
2. (30%) Articulates the direction of building, managing, and preserving the Library's collection. Leads in formulating collection and reformatting policies.
3. (10%) In consultation with the AUL for Access Services, establishes effective scholarly resources services and programs in support of teaching, learning, and research. Works closely with the Head of Special Collections and other library managers to ensure a fully integrated approach to traditional and digital library collections, services, and projects.
4. (10%) Supervises 3 divisional coordinators (humanities, social sciences, science and medicine) and the Head of Preservation. Oversees the work of more than 20 scholarly resources librarians and support staff who have collection development as well as research and outreach responsibilities.
5. (10%) Advises on scholarly communications issues both locally and nationally. Serves as the Library's principal liaison to the academic community in matters relating to scholarly resources, and represents the Library in the same at the regional, state, and national levels.

Section 4: Job Qualifications

List education, experience, and expertise necessary to achieve the expected results.

ALA-accredited master's degree in library or information science, with an advanced degree (Ph.D. or subject master's), or equivalent combination of education and experience in an academic setting.

Minimum of seven years management/supervisory experience in progressively more responsible positions.

Firm grasp of current issues and trends in research libraries, with strong leadership skills including the ability to work effectively in a collaborative, interdepartmental environment.

Advanced experience with collection development and management, budget planning and financial analysis, and trends in scholarly communication.

Understanding of the critical role of delivery and preservation mechanisms for scholarly information as well as current publishing trends and developments.

In-depth knowledge of the information needs of scholars, with demonstrated experience in working with faculty in developing collections and outreach services to the teaching and scholarly community.

Deep appreciation for multi-format collections in furthering the University's mission.

Experience in project management and collaborative efforts.

Effective oral and written communication skills; well-developed assessment and analytical skills.

Demonstrated problem-solving ability and ability to prioritize multiple projects and demands.