



Job Description – Assistant Director of Library Services

Job Title:	Assistant Director of Library Services	Prepared by:	Director of Library Services
Unit:	Library Services	Reviewed by:	Director of HR
Location:	South Jordan Campus	Approved By:	Chancellor
Reports To:	Director of Library Services	Date:	December 14, 2011
FLSA Status:	Exempt		

Summary

Under general direction of the Director of Library Services, the Assistant Director of Library Services is responsible for managing the daily activities of the University Library at the South Jordan Campus of Roseman University of Health Sciences and supporting the Director in administration of library services university-wide.

Responsibilities

- Ensures the provision of library instruction, reference service, circulation, interlibrary loan, and collection development for the South Jordan campus; administers, directs, and reviews campus library programs; ensures campus library adherence to all library and university policies; keeps the Director of Library Services abreast of what is going on in the campus library.
- Provides supervision and guidance to five (5) staff members and 4-5 student workers in consultation with the Director; coordinates hiring, training and professional development; conducts performance evaluations and performance improvement coaching.
- Maintains staffing schedules and ensures that the Library is staffed during all hours of operation; collects and verifies bi-weekly timesheets and absence records; covers shifts as necessary.
- Oversees maintenance and development of the campus library materials collection; collects patron requests for new material purchases; liaises with the Educational Resources Committees of the various colleges/programs; supervises annual inventory of the collection; directs staff in receiving, processing, cataloging, and shelving.
- Maintains confidential patron records, oversees borrowing privileges and policies, resolves circulation issues, and ensures appropriate use of the integrated library management system.
- Provides reference services and research assistance; conducts orientation or instruction sessions as needed.
- Coordinates library events and marketing with the Chancellor's office and other campus staff; interacts with campus Deans and Program Directors to determine library needs, respond to requests for information, and resolve issues; keeps the Director informed about campus activities.
- Oversees and contributes to the library newsletter.
- Provides input to the Director on implementing or revising system-wide library programs and policies; assists the Director with long-term planning.
- Assists with development and maintenance of the Library website; helps trouble-shoot online resource access issues; assists with implementation of new technologies.
- Compiles and analyzes statistics; prepares reports as needed; writes procedures as requested.
- Serves in the capacity of the Director of Library Services when the Director is absent or unavailable.
- Represents Library Services at campus events; serves on committees or task forces as needed.
- Maintains knowledge of current trends/developments in the library and health information fields.
- Attends seminars, conferences, training sessions and staff meetings as required.
- Performs other related duties as assigned.

Skills

- Demonstrated ability to effectively supervise and manage staff, including experience with hiring, scheduling, and performance evaluation.
- In-depth knowledge of professional library principles, methods, materials, and practices.
- Track record of providing excellent customer service and public relations outreach.
- Experience writing effective policies and procedures.
- Demonstrated ability to understand and enforce rules.
- Evidence of flexibility, problem-solving, organizing skills, and objective judgment.

- Demonstrated ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communications skills with demonstrated ability to make difficult concepts easy to understand; strong interpersonal skills.
- Evidence of quality writing capability through previous publication in professional journals and newsletters.
- Strong computer literacy; evidence of success helping to implement new technologies; experience with website design and/or maintenance; confidence working with Microsoft Word, Excel and PowerPoint; competent handling of general office equipment.
- High ethical standards and commitment to open communication.
- Demonstrated ability to excel both independently and as a team member in a collaborative environment.

Education/Training

This position requires an ALA accredited Master's degree in Library Science.

Experience

Minimum ten (10) years library experience in a post-secondary institution of higher education, plus a minimum seven (7) years direct supervisory experience required. Experience in a higher education health science library preferred.

Working Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings or off campus.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other campuses or facilities occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among university personnel and/or students.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.

Employee Signature

Date