Job Description – Assistant Director of Library Services

Job Title: Assistant Director of Library Services
Approved by: Director of Library Services
Unit: Library Services
Reviewed by: Director of Human Resources
Location: South Jordan Campus
Date: June 13, 2013

Reports To: Director of Library Services
FLSA Status: Full-time Exempt

Summary
Under general direction of the Director of Library Services, the Assistant Director of Library Services manages the daily activities of the University Library at Roseman University of Health Sciences, South Jordan Campus. The person in this position is responsible for ensuring provision of quality library services through consistency of practice with the Henderson Campus, and for supporting the Director in administration of library services university-wide.

Responsibilities

- Represent the Director of Library Services on the South Jordan Campus, keeping the Director abreast of campus and library activities and events; assist the Director in resolving campus-related issues.
- Ensure the provision of library instruction, reference service, circulation, interlibrary loan, and collection development for the South Jordan campus; oversee and assess the effectiveness of campus library activities; ensure campus library adherence to all university and library policies.
- Provide supervision, training and guidance to library staff members and student workers in consultation with the Director; facilitate candidate interviews as assigned; assist with coordinating training and professional development; conduct performance improvement coaching and performance evaluations under the guidance of the Director.
- Maintain staffing schedules and review schedule changes with the Director to ensure the Library is staffed during all hours of operation; collect, verify, approve and sign bi-weekly timesheets and absence records meeting all required deadlines; cover shifts as necessary in the absence of other staff.
- Provide reference services and research assistance; oversee creation of an annual campus instruction plan with the Reference & Instruction Librarian and conduct library instruction sessions when needed.
- Work with the Director to coordinate library events and marketing with the Chancellor’s office and other campus staff; interact with campus Deans and Program Directors to determine library needs and respond to requests for information.
- Keep Chancellor informed of important matters related to library services; participating member of the Chancellor’s Campus Leadership Team (CLT), South Jordan Campus.
- Coordinate and contribute to the bi-annual library newsletter.
- Maintain confidentiality of patron records; oversee adherence to borrowing privileges and policies; resolve circulation issues in accordance with policy; ensure appropriate use of the integrated library system.
- Promote library services to the university community, including meeting with various stakeholders both formally and informally, providing library orientation to new students and new faculty members as needed, and creating and giving presentations on topics of interest as requested.
- Oversee maintenance of the campus library materials collection; liaise with members of the Educational Resources Committees of the various colleges/programs as required by the Director; supervise annual inventory of the collection; manage staff in receiving, processing, shelving and weeding of library materials in accordance with established procedures.
- Represent the Director at campus events; participate in university committees and task forces as requested.
- Provide input to the Director on implementing or revising system-wide library programs and policies; assist the Director with long-term planning.
- May be required to serve in the capacity of the Director of Library Services when the Director is absent or unavailable.
• Compile and analyze statistics as assigned; prepare reports as needed; write procedures as requested.
• May assist with development and maintenance of the Library online presence and/or the creation of social media and other content; may assist with trouble-shooting online resource access issues; may assist with implementation of new technologies.
• Actively participate in the creation and dissemination of scholarly work through activities such as research (e.g., surveys, focus groups, and data analysis), writing for library and university publications, professional association posters and presentations, and/or articles submitted to peer-reviewed journals.
• Maintain knowledge of current trends and developments in the library and medical information fields through activities such as participation in professional organizations and self-directed reading.
• Attend seminars, conferences, in-service training, and staff meetings as required.
• Other related duties as assigned.

Skills
• Demonstrated ability to follow instructions and implement directives in a timely manner.
• High ethical standards and commitment to open communication.
• Demonstrated ability to effectively supervise and manage staff, including initial selection, scheduling, and performance evaluation.
• Strong interpersonal skills and excellent written and verbal communications skills with demonstrated ability to make difficult concepts easy to understand.
• Demonstrated ability to understand and enforce rules.
• Evidence of flexibility, problem-solving, good organization, and objective judgment.
• Demonstrated ability to manage multiple priorities and meet deadlines.
• Track record of providing excellent customer service and public relations outreach.
• Demonstrated ability to excel both independently and as a team member in a collaborative environment.
• In-depth knowledge of professional library principles, methods, materials, and practices.
• Experience writing effective policies and procedures.
• Strong computer literacy; evidence of success understanding new technologies; confidence working with Microsoft Word, Excel and PowerPoint; competent handling of general office equipment.
• Evidence of quality writing capability through previous publication in newsletters and/or professional journals.
• Demonstrated ability to accumulate new knowledge and remain current in the field through attending seminars, conferences, and other training opportunities.

Education/Training
Master’s degree in Library Science or Library & Information Science from an American Library Association-accredited program.

Experience
Required: Minimum seven (7) years professional-level academic library experience; must include a minimum five (5) years direct supervisory experience.
Preferred: Experience in a higher education health science library.
Desired: Evidence of peer-reviewed publications and/or professional association presentations.

Working Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings or off campus.
• Incumbent may be regularly scheduled to evening and/or weekend work hours. Accepting a temporary change in the assigned work hours with little advance notice in order to accommodate daily staffing needs in the library will be required.
• Performing some duties external to the library and attending various University events outside the normally scheduled work hours and/or location occasionally occurs and may be 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 on printed 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