



DATE ISSUED: 01/08

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Libraries for Collection Development and Technical Services

JOB SUMMARY

Assists the Library Director with operations, planning, and assessment of the TWU Libraries. Serves as acting director when requested by the Director. Performs responsible and administrative work in the management of the technical services and collection development sections of the library. Responsibilities include planning, coordinating and managing the work of Library acquisitions, serials, cataloging, and binding, and coordinating collection development with faculty in each academic department. Responsibilities also include supervising and evaluating these services. Assigns and supervises the work of others. Participates in administrative meetings of the library and helps develop the plans and goals for the library. This position reports directly to the library director and is a security sensitive position. Work is performed under minimal supervision with extensive latitude for the use of initiative and independent judgment and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system in accordance with the University Policies & Procedures and is based on the accomplishment of defined objective and the effectiveness of the assigned library functions.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Libraries

Supervises: Supervises various professional librarians and library staff

PRIMARY DUTIES - May include, but not limited to the following:

Plans, develops and implements policies and procedures for the efficient operation of technical services and collection development services in the Library.

Identifies, formulates and recommends policies and procedures for the efficient operation of the TWU Libraries.

Selects materials in all formats for library acquisition.

Consults with faculty and library staff to assure Library collections are up-to-date and pertinent to the University's curriculum.

*Assistant Director,
Collections and Technical
Services
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Prepares accreditation reports for academic departments.
Identifies goals, prepares annual achievement statements, and oversees all basic functions of the technical services areas.
Ensures that the Library's collections and electronic resources are selected to meet the student and faculty needs and in keeping with the Library's and University's strategic plans.
Prepares budgets for University departmental allocations and oversees that budget and expenditures.
Participates in departmental and library-wide budgetary decisions.
Prepares effectiveness data and analysis annually for technical services and other related library services for use in reports to the University Library Advisory Committee, University and departmental accreditation committees, and local, regional, state and federal agencies.
Serves on Library, University or professional organization committees.
Prepares reports and statistics for operation of the Technical Services and Collection and makes presentations.
Is an advocate and spokesperson with respect to collection development and management.
Participates in the development and implementation of the Library's policies to ensure compliance with copyright laws and with database licensing agreements.
Responsible for supervising and evaluating librarians and staff and for providing them professional development opportunities, motivation and leadership.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Pursues funding and donations from various sources as part of a development team.
Maintains collegial working relationships with faculty of the University and staff of the Libraries.
Development area of the libraries.
Conducts special studies and long-range planning.
Participates as a contributor to the Library's web pages on the development and representation of information resources and services.
Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution.

EXPERIENCE

Five years of administrative experience in an academic library; a record of increasing responsibility in the administration of library technical services. Current experience with a Library Management System cataloging and acquisitions modules is desired.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

In-depth knowledge of library technical services, business practices and methodologies, including statistical reporting of activities of technical services areas.
Knowledge of library related and other computer application programs.
Knowledge of a broad perspective of professional library techniques and modern library practices relative to technical services and collection development.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgments based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision.
Ability to apply budgeting and fiscal planning techniques within financial constraints.
Ability to establish and maintain effective relationships with students, faculty, staff, and the public.
Ability to work creatively, collaboratively, and effectively both as a team member and independently to promote teamwork within the organization.
Ability to effectively communicate orally and in writing.
Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc., in collection management, scholarly communication, and technical services.
Ability to travel and to drive.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors

Assistant Director,
Collections and Technical
Services
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in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.