



**DATE ISSUED:** 02/08  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director of Libraries for Research 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. Primarily responsible for the reference and research resources and services of the TWU libraries. Responsibilities include planning, coordinating, and managing information, reference, and research services for the Denton Campus Library, the Children's Collection, and the Health Sciences Centers in Dallas and Houston. Responsibilities also include supervising, evaluating, updating and the delivery of these services. This position reports directly to the Library Director. Work is performed under administrative direction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Libraries

*Supervises:* Supervises various professional librarians and library staff; Supports the Library Director in the daily administration of the library

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

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

Participates as a senior administrator in the overall management of Library Services.

Serves as acting director when requested by the Director.

Participates in departmental and library wide budgetary decisions.

Plans, develops and implements policies and procedures for the efficient operation of the reference services at the TWU Denton library, the Children's Collection, and the Health Sciences libraries in Dallas and Houston.

Identifies future goals, prepares annual achievement statements, and oversees all basic functions of information, reference and research services.

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Ensures that the library's reference 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. Leads a Research Team of librarians, library assistant(s), and student assistant(s), with responsibility for the delivery of information and reference services to library users. Provides reference librarians with professional development opportunities, motivation and leadership. Participates as a major contributor to the Library's Web Pages on the development and representation of reference-related information resources and services. Prepares effectiveness data and analysis annually for reference services and other related library services for use in reports to the University Library committee, University and Departmental Accreditation Committees, local, regional, state and federal agencies, and as needed. Promotes Information Literacy through the development of programs and training opportunities for the students and faculty of the university and specialized programs for adults and children of the community. Promotes faculty publication and research through the management and operation of the Faculty Information Research Team. Conducts special studies and long range planning. 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***

Participates on library, university and/or professional organization committees. Makes presentations as a recognized authority in a specialized area. Consults with faculty and library staff to assure Library Collections are up-to-date and pertinent to the University's curriculum. Participates in the development and implementation of the Library's policies to ensure compliance with copyright laws and with database licensing agreements. Performs other duties as requested.

### ***EDUCATION***

Master's degree in Library Science from an ALA accredited institution. Second Master's or PhD preferred.

### ***EXPERIENCE***

Five years of administrative experience; a record of increasing responsibility in the administration of reference and research services.

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

In-depth knowledge of current reference practices and research methods with expert research skills.

Skilled use of computer technology including library specific software, standard office software, hardware and peripheral equipment to support library services and access.

Knowledge of a broad perspective of professional library techniques and current library practices relative to providing reference and research services for an academic research library.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment 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 work relationships with students, faculty, staff, and the public.

Ability to effectively communicate orally and in writing.

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 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.

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**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.***