



DATE ISSUED: 02/08

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Special Collections

JOB SUMMARY

Performs complex professional and administrative work in the operation of a specialized unit of the University Libraries. Responsibilities include the supervision and management of all aspects of the library section assigned. Contributes to the development of library policies and procedures. Evaluates library services and resources, analyzes data, and proposes improvements. Work involves conducting research, participating in budgetary discussions, and providing information materials; and acquiring, organizing and managing library resources. Work involves advanced knowledge of current library electronic, computer, and other library technological systems, including hardware and software. Work is performed under minimal supervision with 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 and in accordance with the University Policies & Procedures.

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:

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

Plans, develops and implements policies and procedures for the efficient operation of the TWU libraries.

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

Identifies future goals, prepares annual achievement statements, and oversees all basic functions of the special collections.

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Administers the historical collections of the university, including the Woman's Collection, the University Archives, the Cookbook Collection, the Oral History Project, and the Photograph Digital Project, providing care, preservation, accessioning, and inventorying of gifts and purchases, donor relations, reference service, and legal contracts transferring materials to TWU.

Directs the process of identifying collection development areas and obtaining historical materials such as manuscripts and books to add to the University's research collection.

Appraises incoming and older collections regarding value to the permanent historical collection. Plans and directs the processing, preservation, and inventory of archival and manuscript materials.

Assists in fundraising efforts for the Woman's Collection, recommends expenditures of interest income from the WASP Endowment, the Woman's Collection Endowments, the Elizabeth Thomas Endowment, and others.

Solicits and administers funding for the Woman's Collection Research Fellowships.

Participates in departmental and library-wide budgetary decisions.

Prepares and/or edits publications, news articles, manuals, reports, and exhibits.

Plans and supervises the work of others and establishes procedures within the department.

Organizes outreach programs and web pages for publicizing the collection.

Prepares reports for accreditation committees and prepares annual reports for the University Library Advisory Committee, accreditation agencies, and for government agencies to which the library reports.

Chairs or serves on Library, University or professional organization committees.

Makes presentations as a recognized authority in a specialized area.

Maintains collegial working relationships with faculty of the University and staff of the Libraries.

Participates in the development and implementation of the library's policies to ensure compliance with copyright laws.

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

Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution. Second master's or Ph.D. is preferred.

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EXPERIENCE

Five years of administrative experience; a record of increasing responsibility in the administration of library and archival practices and procedures. Preferred: Active or recent participation in appropriate professional organization(s).

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

In-depth knowledge of library archives and special collection services, business practices and methodologies, including statistical reporting of activities.

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

Knowledge of a broad perspective of professional library practices relative to archives and special collections.

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 as needed.

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

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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 primarily 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.

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.

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