

Job Description

Position: Head of Technical Services

Basic Function and Responsibility

This position plans, organizes, manages the development of the library's collections and information resources, including electronic resources and digital programs. The position coordinates the following areas: Acquisitions (including E-Resources and Serials), Cataloging, Collection Development, Preservation and Digital Resources. The Head of Technical Services has the responsibility for the overall efficiency of the department, establishes standards, procedures and sets priorities for achieving departmental goals.

Characteristics Duties and Responsibilities

Plans, develops and implements policies, procedures and standards for the efficient operation of technical services and collection development in the Library in collaboration with Technical Services Librarians and staff.

Identifies goals, objectives and sets priorities for Technical Services areas in collaboration with Technical Services librarians and staff.

Manages the Technical Services areas, including supervision and evaluation.

Works with bibliographers and academic departments to ensure that the Library's collections and electronic resources are selected to meet the student and faculty needs; serves as a liaison librarian to one or more academic units,

Coordinates all aspects of collection management and assessment. Organizes and conducts collection management projects, such as evaluation, de-selection, and inventory. Manages the print collection as the trend toward e-content continues.

Collaborates with colleagues to ensure that library collections are discoverable and accessible.

Collects and analyzes data for reports such as: acquisitions and financial reports, academic program accreditation, IPEDS (Academic Library Survey), etc.

Plans library materials budget for University Department allocations and oversees that budget in partnership with the members of the Acquisitions team and the Library Director.

Participates in administrative meetings to ensure the overall effectiveness of Library operations including development of library goals, policy, and budgeting.

May be asked to participate in library instruction sessions related to discipline specific courses.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Reports to the Director of Library Services.