

**Title:** Executive Director of Library Services

**Department:** Newton Gresham Library

**Nature and Purpose of Position:**

The Executive Director of Library Services reports to the Provost and Vice President for Academic Affairs and is responsible for overall Library administration and operations for the effective use of facilities by students, faculty, and staff. Integral to SHSU's learning and research mission, Newton Gresham Library strives to facilitate the discovery of new knowledge and transfer of existing knowledge. The Library faculty and staff seek an innovative leader who can create a contemporary library and advance the intellectual life of the campus.

**Primary Responsibilities:**

The Executive Director of Library Services clarifies the vision and oversees the operation of a library that is integral to the University's mission to provide high quality education, scholarship, and service. To support the development of critically thinking lifelong learners, the Library endeavors to create stimulating physical and virtual environments that promote discovery of new knowledge and the transfer of existing knowledge.

The Library holds over 1.3 million books, bound periodicals, and government documents as well as digital collections, microforms, and current periodicals. There are two teaching labs, several group collaboration spaces, a music listening room, study carrels, Starbucks, and a copy center, with an array of services, which the Library provides for the convenience of the University. The Library also houses other collections, including the University Archives, institutional repository, recreational reading, children's literature, and phonographs. Government Documents provides users with free, unrestricted access to materials published by the United States Federal government and the Texas State Government. Finally, Special Collections preserves and maintains special and unique books and manuscripts such as an extensive collection of Mark Twain materials and Thomason papers and art work.

Newton Gresham Library's greatest resource is its team of professional librarians, support staff, and student assistants, who provide research, instruction, interlibrary loan, circulation, acquisition, and other services to the University community and visiting scholars. The library faculty and staff value the benefits that come from living and working in an inclusive campus community, and endeavor to be accepting, supportive, respectful, affirming, and open-minded of those from diverse backgrounds and cultures, as well as those with different beliefs or perspectives.

## **Other Specifications:**

The successful candidate will demonstrate the following:

- Career track record of progressive, documentable accomplishments in increasingly complex administrative leadership roles in library services. The ideal candidate demonstrates credentials and broad perspective in academic library programs and services along with a strong sense of the importance of research libraries on a research university campus and demonstrated ability to lead and interact intellectually, academically, and socially at all levels within a premier institution of higher learning.
- Academic leadership in library sciences and services, with skills to catalyze an atmosphere of excellence, to encourage scholarly achievement and research, to enhance faculty opportunities to become recognized leaders on a regional and national level, and to position the University for advancement in program development.
- Proven skill and ability to develop, plan, format, implement and monitor for success all phases of fiscal operations of University Library Services.
- Communicate and interpret library policies and procedures. Act as arbitrator in policy disputes at any level. Demonstrated expertise and skill to provide guidance and education regarding compliance with federal regulations, state requirements, and institutional policies and procedures. Demonstrated skill to anticipate patron needs, investigate issues and problems, make assessments, develop strategic plans for resolution, and assemble necessary resources for the achievement of goals and priorities in conjunction with University initiatives.
- Advancement of technology to improve library services.