



## **POSITION ANNOUNCEMENT**

**Job Title:** Director of Library Services  
**Department:** Library  
**Reports To:** Provost and Vice President for Academic Administration  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** April 23, 2019

### **SUMMARY**

This position represents and actively promotes the University Library to the institution and the larger Madonna community. Provides vision and leadership for a user-centered library to include planning, organization, administration, operation and evaluation of the staff within the context of the mission of the University. Supports a welcoming, inclusive environment for library patrons. Encourages the staff in the continual improvement, learning, and development of new skills in service to the University's educational mission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In collaboration with the Provost, establishes the strategic direction for the Library in addressing the institution's learning, teaching, research and information fluency needs.
2. Executes short- and long-term strategies to fulfill the mission of the Library in alignment with the institution's mission, goals, and strategic plan.
3. Leads development and implementation of an assessment process for continuous improvement of library services and instruction.
4. Acts as primary steward of the Library's collections, with appropriate collaboration, establishes policies for collection development to include selecting, managing, and maintaining its physical and digital collections. Directs the acquisition, organization, and disposition of Library materials and ensures the systems, collections and programs meet current and anticipated curricular and research needs.
5. Fosters a culture of user-centered service and collaboration with campus partners in education and research activities. Advocates for and advances a culture of diversity and cross-cultural competency among library staff.
6. Engages in the library and information services profession to identify trends, emerging technologies and opportunities that might impact information literacy services in higher education at the local, state and national level, and encourages staff to participate as well.
7. Ensures library services are accessible and inclusive, and equitably serves the needs of the campus community and are optimally useful to the 21st century academic library user.
8. Assures the facility meets students' differing academic needs, including spaces for quiet academic work as well as active collaboration.
9. Develops and monitors the budget to ensure appropriate expenditure of funds in maintaining a collection that supports the curriculum, provides the technology required to facilitate access to information resources, and maximizes operational efficiency.
10. Serves as primary liaison to state and national library networks to ensure the University benefits fully from consortia relationships.
11. Serves as the primary representative to internal and external constituencies including representation on campus committees as assigned.
12. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Bachelor of Science or equivalent degree from an ALA-accredited institution plus five (5) years' experience as a librarian and at least two (2) years of academic library management. Master's degree a plus. Some knowledge of current trends in information fluency, integrated library systems and intellectual property as it pertains to higher education. Commitment to the liberal arts with an understanding of the role of library services in the teaching and learning environment. Ability to foster equity, diversity, and inclusion in a student-focused and learning-centered environment. Exceptional interpersonal, written and verbal communication skills. Proven successful fund-raising experience; grant writing experience especially desirable.

### **TO APPLY**

Please complete the application on our website at [madonna.edu/hr](http://madonna.edu/hr). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.