JOB DESCRIPTION

TITLE

Director of Special Collections

JOB SUMMARY

Reporting to the Dean of Libraries, this position works closely with administrative and library colleagues to carry out the mission of the University and provides leadership, vision, strategic direction, and administrative oversight for the Woman’s Collection in collaboration with other units. Serving as a member of the Libraries’ management team, the incumbent will direct, evaluate, and oversee the activities and operational management of staff charged with the security, preservation, and care of special collections (the Woman’s Collection), records retention, and university archives to meet institutional needs and comply with state retention policies. As a steward of signature collections focused on women’s history, the Director actively acquires, collects, and develops unique collections that align with University interests, manages the curation of physical and digital exhibits, and leads and designs programming, pedagogy, and outreach related to the unique holdings of the Woman’s Collections. This position engages with undergraduate and graduate students with the collections through the delivery of high quality research, instruction, internships, and practicums that promote student success and contribute to the intellectual life of the campus. The Director is actively involved in developing and cultivating beneficial relationships with donors, prospective donors, and funding entities and oversees collection solicitation, gift management, and fundraising as well as grant writing and implementation for the Woman’s Collection. Through outreach to local archives, museums, and historical societies, this position maintains a leadership role in establishing partnerships for building the record of history and culture. This position serves as the University Archivist and has primary responsibility for the appraisal, acquisition, processing, and preservation of the University Archives. The Director performs work 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 in accordance with the University Policies & Procedures and is based on the accomplishment of defined objectives and the effectiveness of the assigned library functions.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dean of Libraries
Supervises: Various professional librarians and library staff

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

- Serves as a member of the Libraries’ management team to set priorities and promote initiatives that align with the University’s strategic and academic plans and contribute to library excellence;
- Identifies best and emerging practices in the areas of special collections, archives and records retention.
- Collaborates with staff across TWU Libraries to support the provision of library services and to develop and coordinate policies and procedures and ensure that activities are congruent with the Libraries’ mission and goals.
- Leads, manages and mentors TWU Libraries’ Woman’s Collection staff: oversees the process of evaluating workflow efficiency, provides training and learning opportunities for staff, directs the processing, preservation and inventory of archival and manuscript materials and establishes job performance standards and expectations by which to evaluate performance.
- Works collaboratively to expand the teaching and research use of the special collections.
- Leads and engages in scholarly pursuits that feature special collections.
- Oversees records retention responsibilities according to policies as outlined by the University and State.
- Works closely with the Dean of Libraries and Institutional Advancement to identify and articulate funding priorities, actively cultivate and steward TWU Libraries’ donors, and encourage monetary and gift-in-kind donations.
- Identifies sources of grants and works in partnership with campus units participating in preparing funding proposals.
- Provides careful stewardship for existing gifts including the preparation of annual statements to major donors, foundations, and agencies.
- Solicits and administers funding for the Woman’s Collection Research Fellowships.
- Prioritizes and leads multiple projects while meeting deadlines and expected outcomes.
- Works with the Director for Research Data and Library Assessment to contribute metrics to interpret, promote, and assess the use of the collections and services.
- Works closely with the Dean of Libraries and University Marketing and Communications to publicize collections, services, exhibition events, programs, and other activities.
- Manages a variety of oral history programs designed to capture the institution’s history and as part of the special collection’s efforts to preserve and promote women’s history.
- Keeps current with developments in librarianship, emerging technologies, key issues, and trends in special collections and archives and a strong sense of the current trends in digital scholarship and the use of technology for preservation and delivery.
- Participates, presents, and takes leadership positions within professional national, state, regional, and local library and scholarly organizations, partnerships, consortia, and campus committees to further the mission of the libraries.
- Ability to prepare and manage grant proposals.
- 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

- Supports campus events hosted by the Libraries
- Travel required.
- Performs other duties as requested.

EDUCATION

Master’s degree in Women’s Studies or Library Science from an ALA accredited program required. Second master’s or Ph.D. preferred.

EXPERIENCE

Five years of administrative experience and a record of increasing responsibility in the administration of special or archival library services.

REQUIREMENT

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

Valid driver’s license issued by the State of Texas and a safe driving record.

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

- Ability to plan, direct, and evaluate a complex operation, using human resources time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- 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.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent written and verbal, and interpersonal communication skills to promote and present the Woman’s Collection to multiple audiences.
- Strong supervisory and managerial experience.
- Ability to work with sensitive and confidential information in an appropriate manner.
• Ability to respond to emergency situations in a timely manner.
• Possesses a positive attitude and ability to be future-oriented and embrace change.
• Demonstrates a commitment to continuous learning.
• Insures that internal policies and procedures are consistent with state, university, and library-wide standards and guidelines.
• Demonstrated knowledge of current archival best practices, encoding standards, digitization practices, digital library development, and digital preservation for rare books, manuscripts, and archives.
• Experience leading innovative projects, progressive services, and programs and to work creatively and collaboratively in a changing environment
• A record of achievement obtaining grant funding and/or fundraising, working with donors, acquiring gifts/collections, and gift management.
• Knowledge of records and archives management and practices including electronic records.
• Experience developing digital collections and familiarity with content management systems and digital repositories.
• Broad knowledge of women’s studies, historical bibliography, Texas history, and US women’s history.
• Knowledge of copyright, fair-use, public domain, privacy, and intellectual property issues related to an academic setting including a broad understanding open access.
• Evidence of professional achievement.
• Collaborative management style that empowers others to excel and a demonstrated ability to lead, manage, and mentor staff.
• Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: ______________

Employee Printed Name: __________________________

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, gender, sex, sexual orientation, 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.