



TEXAS WOMAN'S
UNIVERSITY™

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JOB DESCRIPTION

TITLE

Assistant Dean Library Operations and Services, Libraries

JOB SUMMARY

Assists the Dean of Libraries with the operations, planning, and assessment of the TWU Libraries. Serves as acting dean when requested by the Dean. Works closely with administrative and library colleagues to carry out the mission of the Libraries and to provide leadership, direction and oversight of its staff and services. The Assistant Dean for Library Operations and Services leads areas related to technical services, collection development, special collections, security, maintenance, facilities, and assessment to develop programmatic and organizational initiatives to enhance the academic program, information resources and spaces provided to students, faculty, staff and other constituencies. The position plays a key role in demonstrating library value and contributes skills and expertise to achieve the goals and objectives set by the organization. This administrative position is security sensitive. Work is performed under minimal supervision with extensive 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: Supervises various library professionals and staff positions

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

- Assists the Dean with the overall administration of the Libraries and has primary responsibility for the efficient operation of technical services, collection development, special collections, security, maintenance, facilities, and assessment services for the Denton, Dallas, and Houston campuses.
- Participates in ongoing, inclusive strategic planning processes for the Libraries and monitors progress toward strategic goals and initiatives.
- Identifies, formulates and recommends policies and procedures for the efficient operation of the TWU Libraries.
- Identifies goals, prepares annual achievement statements, and oversees all basic functions of the non-public services areas.
- Consults with faculty and library staff to assure Library collections and electronic resources are up-to-date and appropriate for the University's curriculum; selects materials in all formats for library acquisition.
- Prepares budgets for University departmental allocations and oversees the library collections budget and expenditures.
- Participates in departmental and library wide budgetary decisions.
- Supports faculty publication, research, and teaching needs.
- Prepares reports, statistics, effectiveness data and analysis of library collections and space usage for use in reports to the University Library Advisory Committee, University and departmental accreditation committees, and local, regional, state and federal agencies.
- Serves on Library, University or professional organization committees.
- Acts as advocate and spokesperson for the Libraries with respect to collection management and library operations.
- Participates in the development and implementation of the Library's policies to ensure compliance with copyright laws and fair use, University and State purchasing and accounting regulations, database licensing agreements, and intellectual property rights.
- Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Pursues funding and donations from various sources as part of a development team.

- Leads library space planning that provides functional work and study spaces to meet evolving needs.
- Maintains collegial working relationships with faculty of the University and staff of the Libraries.
- Conducts special studies and long range planning.
- Collaborates and provides leadership in implementing appropriate Web-enabled tools and technologies in advancing the University's and the Libraries' goals.
- Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution. PhD or JD highly desirable.

EXPERIENCE

Eight years experience in an academic library, with a record of increasing knowledge and responsibility in the administration of libraries and a minimum of two years experience in administrative/managerial role. Current experience with a Library Management System, including discovery, acquisitions, cataloging, and collection management modules is desired.

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 operations, business practices and methodologies, including statistical reporting of activities and ability to manage a complex workload.
- Knowledge and skill in the use of computer technology, library specific applications and programs, standard office software, and other peripheral equipment to support library services.
- Knowledge of a broad perspective of professional library techniques, best practices, benchmarks, and standards relative to collection development, space planning, assessment, special collections, and archives.
- Ability to assimilate data, organize work effectively, conceptualize and prioritize objectives and exercise independent judgments based on an understanding of organizational policies and activities.
- Excellent analytical, time management, organizational and creative problem solving skills.

- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide leadership, administrative guidance and direct training and supervision.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective relationships with students, faculty, administrators, staff, the public, library vendors, and service providers.
- Ability to work creatively, collaboratively, and effectively as a team member and independently to promote teamwork within the organization.
- Excellent verbal, written and interpersonal skills.
- Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, presentations, publication, etc.
- Ability to travel and to drive.
- Ability to respond to emergency situations.
- Ability to use a personal computer and other office equipment, including related university 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.