



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 1/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Dean of Libraries

JOB SUMMARY

Reporting to the Provost and Vice President of Academic Affairs, the Dean of Libraries serves as the Library's chief administrative and academic representative with responsibility for leading the Libraries in the advancement of the research and teaching needs of the University. As a member of the Academic Deans Council at TWU, the Dean is a visionary leader who champions the Libraries' position as an integral partner with the University's academic and administrative units. The Dean represents and promotes the Libraries on its three campuses (Denton, Dallas, and Houston) and collaborates with the faculty, students, and staff as well as with local, regional, state, and national colleagues and fosters cooperation with external communities. The Dean leads by creating an environment that facilitates the advancement of research, teaching, and scholarly activity, with an understanding of traditional and innovative methods of information dissemination and embraces digital learning and emerging technologies. As the chief administrator for the Libraries, the Dean is responsible for the Libraries' strategic planning, budgeting, formulating and implementing library policies, development of services and programs, assessment, advancement activities, and assuring compliance with University policies. The Dean oversees all Library personnel and creates an environment that enhances TWU's vibrant research and learning community in addition to supporting continual learning and professional advancement. 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: Provost and Vice President for Academic Affairs

Supervises: Ultimately responsible for the supervision and direction of all Library staff members.

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

- Guides a strategic planning and implementation process for the Libraries.

- Directs the planning, budgeting, and operation of the TWU Libraries system.
- Evaluates the informational needs of the University community and responds to these needs with programs that improve services and facilities and increases the operational efficiency of the libraries.
- Maintains and advances the Libraries' implementation of innovative approaches to library management and services.
- Formulates and implements library policies and procedures.
- Coordinates professional programs and services.
- Promotes public relations through speeches, publications, interviews, and cultural programming for the community.
- Plans and develops programs to preserve official historical records in the University archives.
- Adheres to workplace safety policies and guidelines.
- Establishes and maintains a safe environment for employees under charge.
- 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

- Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited Institution. Second masters and/or Ph.D. in a related field preferred.

EXPERIENCE

Six years of increasingly responsible administrative experience in academic research libraries.

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:*

- 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 establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment 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.
- Ability to communicate effectively orally, by telephone, by e-mail, in person, and in writing.
- 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.

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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.