



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 04/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Collection Management and Resource Services

JOB SUMMARY

Reporting to the Assistant Dean, Library Operations and Services, this position works closely with administrative and library colleagues to carry out the mission of the Libraries by providing leadership, direction, and oversight of the Collection Management and Resource Services Department, which provides access to a broad range of materials that support the University's academic programs and research initiatives. This position works collaboratively with all three campus libraries and serves as a member of the Libraries' management team. This position works closely with the Assistant Dean, Library Operations and Services to ensure that library resources are appropriate and accessible to TWU students, faculty, and staff and that the Libraries are responsible stewards of the University's financial resources. Timely communication and adherence to deadlines is a critical part of this position. This is a supervisory position which is responsible for hiring, training, evaluating, and mentoring staff. The Director sets goals, priorities, initiates projects, implements standards, and develops workflow procedures. This is a security sensitive position that works under minimal supervision with latitude for the use of initiative and independent judgment; 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: Assistant Dean, Library Operations and Services

Supervises: Librarian III – Collection Management Librarian, Librarian III – Catalog Metadata Librarian

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

- Provides leadership, coordination, assessment, and overall management of the Collection Management and Resource Services Department.

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- Plans, develops, and implements policies and procedures for the efficient operation of the department and its services.
- Serves as primary administrator of the ILS for TWU Libraries.
- Provides expertise and technical skills to resolve ILS issues, and maintains system certification with the software vendor.
- Develops strategic plans for Collection Management and Resource Services.
- Utilizes the full functionality of the ILS, schedules software upgrades and releases, and ensures that it is properly configured, updated, operational, and compliant.
- Communicates and coordinates Collection Management and Resource Services issues through collaboration with all other areas of the Library (Access Services, Academic Engagement, Special Collections, Digital Services, Data and Analysis, Administration).
- Serves on the library's Administrative Team, provides strategic direction for the Libraries in general and for the Collection Management and Resource Services area individually.
- Maintains primary responsibility and accountability for the library materials budget, in coordination with the Assistant Dean, Library Operations and Services.
- Prepares budget allocations, tracks encumbrances and expenditures, forecasts financial trends affecting libraries and materials, and identifies resource content data as needed.
- Develops and updates library collection development plans to reflect the needs of the TWU faculty, students, and staff.
- Selects, deselects, and relocates/moves all formats of library materials in alignment with the library collection development plans.
- Creates a unique library collection with multicultural materials, representing a variety of viewpoints, to meet the academic needs of TWU.
- Adds gift materials to the Main Collections, aligned with Collection Development policies.
- Prepares departmental operating and spending plans.
- Compiles and analyzes statistical data on material expenditures, services, cost, access, and usage.
- Coordinates partnership between TWU and the Joint Library Facility, a membership organization used for long-term access and storage.
- Develops, compiles, and synthesizes complex data involving our resource technologies.
- Recommends content change, in collaboration with faculty, for journal and database renewals.
- Keeps current with trends and issues in the library systems industry as well as within librarianship, emerging technologies, acquisitions, collection development, cataloging/metadata, database management, and publishing.
- Provides expertise to guide staff through change that impacts Collection Management and Resource Services.
- Embraces new models of collection procurement, electronic data exchange, bibliographic standards and cataloging, record discovery, electronic access and linking methods, data management, scholarly publishing models, and open access to materials.

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- Serves on Library, University, or professional organization committees.
- Participates in the development and implementation of Library policies.
- Sets priorities and promotes initiatives that align with the University's strategic plan and contributes library value to the TWU community.
- Initiates, develops, manages, and prioritizes projects in assigned areas to meet expected outcomes.
- Contributes to a collaborative and collegial work environment.
- 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 and Library events.
- Occasional travel required.
- Contributes to the Library webpages relating to Collection Management and Resource Services content.
- Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution.

EXPERIENCE

Five years' experience of administrative experience in an academic library; a record of increasing responsibility in the administration of library collection and resource services. Demonstrated knowledge of current trends and best practices in providing access to library resources, both print and digital. Current experience with an Integrated Library System, including discovery, acquisitions, cataloging, and collection management is highly desired. Related experience in developing and implementing new ideas in a complex organization.

REQUIREMENT

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

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

- In-depth knowledge of library resources and services, business practices and financial accounting, data collection and assessment methods, and integrated library systems technologies.
- Knowledge of library operations, trends, services, and best practices.
- Knowledge of licensing, scholarly communication models, and current marketplace for automated library services.
- Knowledge and understanding of current collection development strategies.
- Knowledge of computer, office applications, and library related software.
- Knowledge of informational, curricular, and research needs of users.
- Strong skills in innovation, analysis, and collaboration.
- Advanced skills in technology and report-writing.
- Excellent problem-solving skills for dealing with complex issues.
- Excellent customer service and communication skills.
- Strong management and supervisory skills.
- Analytical skills and a strong intellect for detail.
- Ability to organize work effectively, conceptualize and prioritize objectives, and meet deadlines.
- Ability to exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to coordinate work with other employees, providing direct instruction and supervision as assigned.
- Ability to establish and maintain effective work relationships with students, faculty, staff, administrators, and vendors.
- Ability to work independently and collaboratively to plan, coordinate, and implement projects.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to work in a rapidly changing environment and adapt to changing technologies.
- Ability to apply budgeting and fiscal planning skills within financial limitations.
- Ability to work effectively both as a team member and independently to promote teamwork within the organization.
- Ability to mentor staff and provide opportunities for growth and development.
- Ability to work with a diverse population.
- Ability to use a personal computer and other office equipment, including related university software and email.

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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:** _____

Printed Employee 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.

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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.