



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager of Digital Services and Scholarly Communication Librarian

JOB SUMMARY

Reporting to the Assistant Dean, Academic Engagement Services, this position works closely with library colleagues to carry out the mission of the Libraries by providing oversight of the Digital Services Unit, which provides access to a broad range of services that support the University's academic programs and research initiatives. 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 manager sets goals, priorities, initiates projects, implements standards, and develops workflow procedures. This position 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 and in accordance with the University Policies and Procedures and is based on the accomplishment of defined objectives and the effectiveness of the assigned library functions.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Dean, Academic Engagement Services

Supervises: Design Specialist, Systems Engineer, Librarian I – Digital Projects, Librarian III – Digital Projects

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

- Coordinates and overall management of the Digital Services Unit, which includes library web pages, scholarly communications, digital projects, systems, and other digital initiatives.
- Plans, develops, and implements policies and procedures for the efficient operation of the department and its services.
- Contributes to a collaborative and collegial work environment;

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- Initiates, develops, manages, and prioritizes projects in assigned areas to meet expected outcomes.
- Establishes job standards for subordinate staff and effectively mentor and evaluate staff under your charge.
- Hires, trains, and develops staff in the Digital Services Unit.
- Coordinates partnership between TWU and the Texas Digital Libraries.
- Coordinates education of faculty and students on resources and services related to research data management, copyright, authors' rights, open access, open journals, Repository@TWU, open educational resources, licensing, and other digital initiatives.
- Provides guidance to the university Scholarly Communication Committee.
- Serves as the point of contact for the Graduate School for instruction and research services, and collaborates with the Graduate School on electronic theses and dissertations.
- Collaborates with the Center for Faculty Excellence on educating faculty on future trends in digital scholarship.
- Collaborates with the Office of Research and Sponsored Programs on assisting faculty with research grants.
- Oversees accuracy, currency, and consistency of TWU Libraries web pages.
- 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 Digital Services content.
- Serves on Library, University, or professional organization committees
- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Five years' library experience in digital services or a closely related field, involving progressively responsible professional experience with increased subject matter expertise. Requires a minimum of two years of management/supervisory responsibilities.

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:

- Knowledge of licensing, scholarly communication models, and current trends in digital library services.
- Knowledge of copyright and fair use as it applies to libraries.
- Knowledge of computer, office applications, and library related software.
- Knowledge on a broad range of data repository issues, including submission requirements, intellectual property, and use arrangements.
- Excellent customer service, interpersonal, communication, management, mentoring, and supervisory skills.
- Strong skills in innovation, collaboration, analysis, and problem-solving complex issues.
- Ability to use technology in creative ways to solve problems and/or facilitate workflow.
- 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 work effectively both as a team member and independently to promote teamwork within the organization.
- Ability to work with a diverse population.
- Ability to use a personal computer and other office equipment, including 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.

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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 and/or classroom setting.

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.

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.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.