POSITION VACANCY ANNOUNCEMENT

POSITION: Associate Dean for Scholarly Resources and Research Services

RANK: Associate Dean and Associate University Librarian
or Associate Dean and University Librarian

REPORTS TO: Dean of University Libraries

SALARY: Minimum starting salary $122,500; Actual salary will reflect selected applicant’s qualification

REQUISITION #: 0804221

DEADLINE: Search will remain open until the position is filled. Applicant submissions will be reviewed beginning February 28, 2010

REPORT DATE: Preference is for the selected individual to report for duty no later than May 15, 2010.

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit all of the required documents may result in the application not being considered.

JOB SUMMARY:
The Associate Dean for Scholarly Resources and Research Services is responsible for the administration of the scholarly resources and research services of the Smathers Libraries, exclusive of the Health Science Center Libraries which reports directly to the Dean of University Libraries. The five branch library Chairs report directly to this position. In all, the Associate Dean for Scholarly Resources and Research Services coordinates the efforts of 116 staff and faculty with responsibilities for approximately $7,800,000 in appropriated funds for library materials. For descriptions of the units and organizational structure of the Smathers Libraries, please refer to the Libraries’ organizational chart at http://www.uflib.ufl.edu/backpage.html. An organizational chart reflecting the Associate Dean for Scholarly Resources and Research Services’ responsibilities can be found at: http://www.uflib.ufl.edu/admin/Smathers_Libraries_draft_org_chart.pdf.

RESPONSIBILITIES:
- Exercises direct administrative leadership for Smathers Libraries in the Humanities and Social Sciences, Sciences, Special and Area Studies, Government Documents, and

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departmental libraries for Architecture and Fine Arts, Education, Journalism, and Music, including all of their public service and collections responsibilities.

- Coordinates for the above units, inclusive of materials, human resources and operations, a total appropriated budget of just over $13,900,000.
- Provides leadership in strategic planning, administration and resource allocation.
- Maintains ongoing engagement with faculty and staff to define needs, set priorities, and develop policies and establish goals, objectives and budgets.
- Keeps abreast of developments in the administration of academic research collections.
- Ensures effective and responsive collections in support of the University’s teaching and research programs.
- Organizes and maintains a program of regular contact with appropriate academic faculty, staff and benefactors.
- Chairs the Smathers Libraries Advisory Group for Research Services and Scholarly Resources (see http://www.uflib.ufl.edu/committees/agrsrr/).
- Works with faculty and staff to identify and prioritize areas for which external support is needed.
- Fosters grant initiatives.
- Manages public services that support the university’s curriculum and research needs.
- Serves as the Smathers Libraries liaison to the Florida Council of State University Libraries Collections Planning Committee.
- Fosters an atmosphere of collegiality and innovation.
- Builds upon the Libraries’ leadership role within the campus community.
- Represents the Libraries in appropriate local, state, regional and national organizations.

QUALIFICATIONS:

**Required:**

- Masters degree in relevant field.
- Minimum of ten (10) years of relevant managerial experience.
- Experience in building and developing research collections, resource allocation and budget preparation. Experience managing a materials budget of at least $5,000,000 and an overall operating budget of at least $10,000,000.
- Experience in developing and evaluating academic library services.
- Demonstrated success in human resource management, including the ability to lead and engage staff through the process of organizational improvement and change.
- Knowledge of current trends in academic and scholarly resource management.
- Broad understanding of current and emerging information technologies and patron services in academic libraries.
- Experience in team-oriented project management.
- Excellent analytical, planning, interpersonal and communication skills.
- Commitment to staff development and cross department collaboration and communication.
- Knowledge of digitization practices and technology applications.
Preferred:

- Master’s degree from an ALA-accredited program or international equivalent.
- Ph.D. or additional subject master’s degree is highly preferred.
- Proven success with fundraising and grants development and management.
- Demonstrated record of leadership and achievement in librarianship, including mentoring, scholarly work, and professional/institutional service.
- Qualifications sufficient to be considered for tenure upon appointment. (For a description of tenure for library faculty please see the Smathers Libraries Career Development Handbook.)

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/pio/budget/Smathers_Libraries-with-HSCL07162009.pdf. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

COMMUNITY:

Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

BENEFITS:

Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neo/default.asp.

APPLICATION PROCESS:

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and
voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Please submit application materials via e-mail. Send, as attachments (PDF or MS-Word format), a cover letter detailing your interest in and qualifications for this position and your current resume. The cover letter should include a description of your experience as a senior manager of an academic library service. Include address, telephone and email information for references. While the search will remain open until the position is filled, applicant submissions will be reviewed and screening will begin on February 28, 2010. Preference is for the selected individual to report for duty no later than May 15, 2010. Send all required application materials to Bonnie Smith, Employee Relations and Development Coordinator, at: bonniesmith@ufl.edu

Please note that candidates selected for onsite interviews will be required to give a public presentation on a topic to be determined by the search committee.