POSITION VACANCY ANNOUNCEMENT

POSITION: Chair, Humanities and Social Sciences Library

RANK: Chair and Associate University Librarian or Chair and University Librarian

REPORTS TO: Senior Associate Dean of Libraries

SALARY: Actual salary will reflect selected professional’s experience and credentials. Minimum salary at the Chair and Associate University Librarian rank is $65,000 (inclusive of $16,000 administrative stipend.) Minimum salary at the Chair and University Librarian rank is $75,000 (inclusive of $16,000 administrative stipend.)

REQUISITION #: 0804238

DEADLINE: Position is open until filled. Applicant submissions will be reviewed beginning April 15, 2010

REPORT DATE: Preference is for the selected individual to report for duty no later than July 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 the required documents may result in the application not being considered.

JOB SUMMARY:
The Chair of Library West, the Humanities and Social Sciences Library, a branch of the University of Florida George A. Smathers Libraries, has administrative responsibility for 14 librarians and 17 paraprofessionals. The Chair works closely with the Associate Chair and shares the branch’s responsibilities and supervisory duties. Please refer to the branch’s organizational chart available at: http://web.uflib.ufl.edu/west/LibraryWest.pdf.

The Chair provides leadership for all aspects of Library West collections relating to the humanities and social sciences, including collection development; reference, instruction, circulation services and outreach services; organization, maintenance, and preservation of collections; space management, staff management and supervision; and the collaborative development of digital library initiatives. The position also oversees a materials budget of over $65,000 and $75,000 (inclusive of $16,000 administrative stipend.)
$800,000 for firm orders, approvals, and print serials, as well as additional funding from endowments and for multidisciplinary databases. The Chair works collaboratively with departmental colleagues to assess strengths and weaknesses in the various collections, to determine priorities, to establish policies, and to develop departmental service plans that enhance and support the academic mission of the University. Plays a key role in the evaluation of emerging library technologies and encourages student and faculty use of web-based and instructional technologies.

The Chair serves as liaison for development opportunities relating to the department’s collections in both the public and private sectors and plays a major role in publicizing and expanding awareness and use of the department’s collections, locally and nationally. The Chair serves as a member of the Libraries’ management team (Library Council), sharing responsibility for the overall strategic direction of the University Libraries. The Chair serves on appropriate University and Library committees and pursues scholarly research and writing in areas of specialization.

**RESPONSIBILITIES:**

**Branch Management**

- Works with departmental faculty and staff to define needs, set priorities, develop policies, and establish goals, objectives, strategic plans, and budgets to ensure effective management and development of the services and collections. Keeps abreast of national developments in the administration of academic research collections, especially in the areas of humanities and social sciences collections.
- Provides general guidance for collection management efforts; monitors collection development decisions and budgets; in consultation with the faculty, allocates available collection management funds in support of the collections.
- Organizes and coordinates departmental initiatives for research services, public programs and exhibit series, advanced reference services, bibliographic instruction, and automated data retrieval services.
- Analyzes departmental programs; reports on accomplishments, creates strategies for improvements in quality of services and defines resource needs.
- Fosters an atmosphere of collegiality and innovation. Plays a strong role in maintaining effective communication within and beyond the department, and promotes and sustains effective working relationships within a diverse multicultural environment.
- Regularly provides reference desk, chat, and instructional services.
- Organizes and maintains a systematic program of regular contact with appropriate academic and library faculty. Keeps informed on the development of academic programs to ensure that the department’s collection management, public service, and development programs support University curriculum and research needs. Helps foster synergies across the humanities and social sciences academic departments and the libraries.
- Within and beyond the university community develops and encourages activities to promote the awareness and use of humanities and social sciences collections. Develops and enhances services and programs that actively promote the Library throughout the community. Plays a key role in promoting instructional services to campus constituencies and encouraging the integration of library resources and research skills into the academic curriculum.
Collaboration within University Libraries
- Works with departmental staff to identify and prioritize areas for which external support is needed; works closely with the Libraries' Development Office (Development Officers and Public Information Officer) to organize fundraising and donor relations activities; provides liaison assistance with the identification, cultivation and solicitation of potential donors; coordinates departmental participation in library development efforts.
- Collaborates with internal library partners such as the Digital Library Services and the Advisory Group for Research Services and Scholarly Resources on projects of shared interest and mutual benefit.

Service to the Libraries
- Participates actively in the cooperative management of the Libraries through service on the Library Council (library deans/administration and the chairs of departments), and other library consultative bodies. Participates in University of Florida committees as appropriate.
- Represents the library in appropriate university, local, state, regional, and national bodies.

QUALIFICATIONS:
Required Qualifications:
- Masters degree in humanities and social sciences field or Master’s degree from an ALA-accredited program or international equivalent.
- Minimum of seven (7) years of relevant managerial experience for appointment as Chair and Associate University Librarian, and a minimum of ten (10) years of relevant managerial experience for appointment as Chair and University Librarian.
- Experience in resource allocation and budget preparation. Experience managing a materials budget of at least $500,000.
- 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.
- Substantial accomplishments in relevant scholarship and service.

Preferred Qualifications:
- Masters degree in humanities and social sciences field and Master’s degree from an ALA-accredited program or international equivalent.
- Ph.D. or additional subject master’s degree is highly preferred.
- Knowledge of one or more languages other than English.
- Demonstrated record of leadership and achievement in librarianship, including mentoring, scholarly work, and professional/institutional service.
- Proven success with fundraising and grants development and management.
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 note that due to the tenure accruing nature of this faculty position, only applicants with current permanent eligibility for employment in the United States will be considered.

Please submit application materials via e-mail. Send, as attachments (MS-Word format preferred), a cover letter detailing your interest in and qualifications for this position; a written statement regarding “The Role of the humanities and social sciences library in a large, public, The Foundation for The Gator Nation

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research university” (250 words); your current resume and a list of three references. Include address, telephone and email information for references. Applications will be reviewed beginning April 15, 2010. Send all required application materials to Bonnie J. Smith, Smathers Libraries Human Resources Office, at: bonniesmith@ufl.edu.