



George A. Smathers Libraries  
Support Services Division  
Human Resources Department

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## POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Chair, Department of Special and Area Studies Collections
- RANK :** Associate University Librarian/University Librarian
- SALARY:** \$75,000 minimum; salary is commensurate with education and experience
- REPORTS TO:** Director for Collections
- REQUISITION #:** 0700062
- DEADLINE DATE:** Search will remain open until the position is filled. Applicant submissions will be reviewed beginning February 15, 2007

**Please note that this posting has specific instructions for the submission of application materials (see below: APPLICATION PROCESS). Failure to submit all of the required documents as instructed, may result in your application not being considered.**

### **JOB SUMMARY:**

The George A. Smathers Libraries at the University of Florida is seeking a visionary, innovative, energetic, and creative librarian to lead the programs of the Department of Special and Area Studies Collections. The Department includes Rare Books, Manuscripts, University Archives, and several named subject collections as well as African Studies, Asian Studies, Jewish Studies, and Latin American Studies. See: <http://web.uflib.ufl.edu/spec/>.

Reporting to the Director for Collections, this position provides leadership for all aspects of special and area studies collections including collection development; reference, instruction, and outreach services; organization, maintenance, and preservation of collections; space management, staff management and supervision; and the collaborative development of digital library initiatives. The Chair works collaboratively with library colleagues to assess strengths and weaknesses in the various collections, to determine priorities, to establish policy, and to develop departmental service plans that enhance and support the academic mission of the University. The Chair may assume responsibility for developing, managing, and providing public services for a specific special collection.

The Chair actively pursues development opportunities in both the public and private sectors and serves as secretary and treasurer of the Howe Society (a development group for the Department). The Chair will be a member of the Libraries' management team (Library Council), sharing responsibility for the overall strategic direction of the University Libraries. The ability to publicize and expand awareness and use of

the special collections, locally and nationally, is critical to success in this position. The Chair will actively contribute to public service activities, and guide the publications, exhibitions, and public programming sponsored by the Department. The Chair serves on appropriate University and Library committees and pursues scholarly research and writing in areas of specialization.

## **RESPONSIBILITIES:**

- Works with 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 collections. Keeps abreast of national developments in the administration of academic research collections, especially special collections and area studies collections.
- Organizes collection management efforts, monitors collection development decisions, and allocates available collection management funds in support of the collections. May assume collection management responsibility in a specific area.
- Works with Department 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 leadership and/or assistance with the identification, cultivation and solicitation of potential donors; coordinates departmental participation in library development efforts; and serves as permanent secretary/treasurer of the Howe Society, a support group for the department (<http://web.uflib.ufl.edu/spec/howesoc/howesoc.htm>).
- Advances scholarship and access through digitization of unique holdings, online finding aids, and other initiatives.
- Collaborates with internal library partners such as the Digital Library Center and the Collections Management Department on projects of shared interest and mutual benefit.
- Organizes the department's publications program to ensure availability of necessary finding aids, exhibit catalogs, and guides to the collections. Oversees the development and publication of general reports that inform the academic community and public about developments in the Special and Area Studies Collections.
- Organizes and coordinates departmental initiatives for public programs and exhibit series, advanced reference services, bibliographic instruction, and automated data retrieval services.
- Organizes and maintains a systematic program of regular contact with appropriate academic and library faculty, and benefactors. Keeps informed on the development of academic programs to ensure that the department's collection management, public service, technical service, and development programs support University curriculum and research needs. Informs clientele about relevant library issues.
- Develops and encourages activities to promote the use of special collections and archives by the university community and beyond through exhibits, user education, and other outreach and educational efforts.
- Participates actively in the cooperative management of the Libraries through service on the Library Council (library directors/administration and the chairs of departments), the Collections Management Group and other library consultative bodies. Participates in University of Florida committees as appropriate.

- Pursues research and development projects benefiting the department; conducts research in subject areas relevant to the holdings in Special and Area Studies Collections, or in fields of specialization, and publishes results.
- Analyzes department programs; reports on accomplishments, creates strategies for improvements in quality of services and defines resource needs.
- Fosters an atmosphere of collegiality and innovation.
- Represents the library in appropriate university, local, state, regional, and national bodies.
- Implements the Affirmative Action program of the University of Florida within the department.

### **MINIMUM QUALIFICATIONS:**

- An MLS/MLIS, or equivalent.
- An advanced degree in a subject relating to one or more of the major collections within Special and Area Studies Collections.
- Five years of progressively responsible library and/or administrative experience.
- Experience with fundraising and cultivating successful donor relationships.
- Excellent interpersonal and organizational skills as evidenced by successful collaborative work.
- Commitment to user-centered public services as demonstrated by public programming, user education, and other community outreach activities.

### **PREFERRED QUALIFICATIONS:**

- The candidate must demonstrate leadership and interpersonal skills; excellent verbal, written, and planning skills; and an enthusiasm for the substance of learning.
- Administrative experience in managing departmental teams of faculty and support staff.
- Capacity to provide leadership in an environment of change.
- Progressive record of professional service and scholarly/creative accomplishments such as funded grant proposals or publishing.
- Experience in developing effective support groups.
- Demonstrated ability to work in a university community and to view issues from a library-wide perspective.
- Commitment to staff development and cross department collaboration and communication.
- Knowledge of issues, trends, principles and practices in special collections including collection security, preservation, and electronic records management.
- Familiarity with the history of books and printing and the antiquarian book trade.
- Demonstrated knowledge of digitization practices and technological applications related to special collections management and access.

In general, we are looking for an individual who has the following characteristics: flexible, self motivated, organized, approachable and outgoing, creative, team player/participant, inclusive, consensus builder – diplomatic, leadership skills, communicative, adept at solving problems, proactive.

## **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 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and 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 University of Florida Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit <http://www.uflib.ufl.edu>. Information on a University level Future of the Library Committee, including the recently completed report to the Provost, can be found at <http://www.aa.ufl.edu/search%5Fcommittees/futureofthelibrary/>

Special and Area Studies Collections encompasses two units: the [Area Studies Collections](#) and the [Special Collections](#) of the University of Florida.

The Area Studies Collections are the [Latin American Collection](#); the [Africana](#) and the [Asian Studies](#) collections; and the [Price Library of Judaica](#).

Special Collections include [Baldwin Library of Historical Children's Literature](#), the [Belknap Collection for the Performing Arts](#), the [P.K. Yonge Library of Florida History](#), the [General Manuscript Collection](#), the [Rare Book Collection](#), and the [University Archives](#).

### **BENEFITS:**

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

### **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 reply by e-mail. Send, as attachments (MS-Word format preferred), a cover letter explaining your interest and qualifications, resume and list of three references. Include address, telephone and email information for references. Please include a 250-word essay on the topic "Developing collections and services of Special and Area Studies Collections to enhance and support academic programs." Successful candidates will offer a formal presentation on this topic. The search will remain open until the position is filled. Applications will be reviewed beginning February 15, 2007. All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at: [brikeit@uflib.ufl.edu](mailto:brikeit@uflib.ufl.edu).