POSITION VACANCY ANNOUNCEMENT

POSITION:  Associate Dean for Technology and Support Services

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

REPORTS TO:  Sr. Associate Dean of Libraries

SALARY:  Anticipated starting salary is $110,000.  Commensurate with
          selected applicant’s qualifications.

REQUISITION #:  0705757

DEADLINE DATE:  Search will remain open until the position is filled.  Applicant
                submissions will be reviewed beginning July 14, 2008.

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 duties of this position include:

• Provides effective administrative leadership for a team of functional managers in
  the areas of acquisitions; preservation; cataloging and metadata; interlibrary loan,
  electronic reserves and copyright services; digital services; information technology;
  and facilities.
• 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.
• Works with faculty and staff to identify and prioritize areas for which external
  support is needed.
• Fosters grant initiatives.
• Keep abreast of developments in the administration of academic research
  collections.
• Organizes and maintains a program of regular contact with appropriate academic
  faculty, staff and benefactors.
• Manages services that support the university’s curriculum and research needs.
• 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 bodies.

**Minimum Qualifications:**
• Masters degree in relevant field.
• Minimum of 7 years of relevant professional experience.
• Experience in resource allocation and budget preparation.
• Experience in developing and evaluating library or comparable services.
• Success in integrating varied and disparate library or comparable services to achieve positive outcomes.
• 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 academia 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.
• Demonstrated knowledge of digitization practices and technology applications.

**Preferred Qualifications:**
• Master’s degree from an ALA-accredited program or international equivalent.
• Demonstrated record of leadership and achievement in librarianship, including mentoring, scholarly work, and professional/institutional service.
• Qualifications to be considered for tenure upon appointment. (For a description of tenure for library faculty please see the [Smathers Career Development Handbook](http://www.ufl.edu).

**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](http://www.ufl.edu).

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, the Coalition for Networked Information (CNI), the Program for Cooperative Cataloging (PCC) and SOLINET. The library staff consists of more than 400 FTE librarians, technology/clerical staff and student assistants. For more information about the Libraries, please visit [http://www.uflib.ufl.edu](http://www.uflib.ufl.edu).

*The Foundation for The Gator Nation*

*An Equal Opportunity Institution*
The newly created and currently evolving Technology and Support Services Division of the George A. Smathers Libraries consists of the following functional areas: Acquisitions & Licensing, Cataloging & Metadata, Preservation & Conservation, Access Support (Inter Library Loan, Electronic Reserves and Copyright services), Digital Services, Information Technology, and Facilities. The mission of the Technology Services and Support Services Division is to make the library's technology infrastructure work in support of the information needs of the University of Florida community and provide vital infrastructure services to all library units, thus ensuring the Smathers Libraries serve as a catalyst for research and discovery. The Technology and Support Services division is the result of a merger of two previous library divisions: Technical Services and Support Services. This merger will consolidate planning and decision making and coordinate the work processes of these varied but similarly oriented functional operations. The information provided via the following links should be helpful for potential candidates:

- [Revised Library Organizational Structure](#)
- [Division webpage for Technical Services Division](#)
- [Division webpage for Support Services Division](#)

**COMMUNITY:**
Gainesville, Florida and the surrounding community are home to approximately 240,000 people. Gainesville is also home to the University of Florida and Santa Fe Community College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, Gainesville is surrounded by over 40 nature parks including many spring fed lakes and rivers. Gainesville has numerous cultural institutions and is a haven for sports fans. 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. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive of Gainesville.

**BENEFITS:**
Twenty-six 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. Prospective employees should review the information about employment at UF available at [http://www.hr.ufl.edu/training/neo/default.asp](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](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, your current resume. Please include a document describing your experience with the effective use of technology and innovation in enhancing and supporting the delivery of library services.
services. While the search will remain open until the position is filled, applicant submissions will be reviewed and screening will begin July 14, 2008. Send all required application materials to Brian W. Keith, Smathers Libraries Financial and Human Resources Officer, at: brikeit@uflib.ufl.edu.