Director, Research and Learning Services

Job Code 50013489

General Description
Responsible for providing creative leadership, direction and development for Research and Learning Services, including various public services departments and units such as Access Services, Reference and Instruction, Interlibrary Loan, and Government Documents.

Examples of Duties
Develop, lead, and evaluate short range and strategic planning for Research and Learning Services.
Assess and update the library’s Research and Learning Services to meet evolving needs.
Participate in university-wide initiatives to advance the Library’s role in the academic community.
Direct department unit heads in the administration of their units.
Provide advice and guidance for the achievement of assigned goals.
Prepare information for various reports, including statistical reports, annual reports, and accomplishment reports.
Engage in professional activity such as participation in conferences, and membership in appropriate professional organizations.
Research study and/or publication.
Gather, monitor and report data on projects related to Research and Learning Services.
Perform special projects for Assistant Vice President- University Library.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: intermediate mathematics; the field of librarianship; current trends in higher education and the information industry; project management principles.

Skill in: reviewing employment applications; preparing grammatically correct documents; monitoring budgets; effectively communicating complex information; making hiring recommendations; conducting effective leadership and managerial tasks; public speaking; analyzing work processes and introducing solutions when necessary.

Ability to: competently utilize University Policy and Procedure Statements, Library Operating Letters, the Alkek Emergency Notebook and service desk policies, procedures and information; understand and retain complex technical information; effectively direct the work of others;
interact courteously; evaluate staff members; work in a team environment; work under pressure; plan complex operations; prioritize own workload and readjust as needed.

**Experience and Education**
To qualify for this classification, an individual must possess a Master’s degree in Library Science from a program accredited by the American Library Association, and any experience that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**