

## **Director, Collections and Digital Services**

### **Job Code 50019096**

#### **General Description**

Responsible for providing strategically focused leadership, coordination, administration, and policy management of sustainable digital library collections and services.

#### **Examples of Duties**

Lead and direct operations of the departments and units within the Collections and Digital Services Division (CDS).

Develop, lead, and evaluate short range and strategic planning for CDS.

Monitor trends, user needs.

Participate in university-wide initiatives to promote and advance the Library's role in the academic community.

Participate in preparation, oversight and management of the library materials budget.

Participate in oversight of the various bibliographic databases and digital repositories for which CDS is responsible.

Develop and monitor policies that ensure stewardship and preservation of the library's collections, both physical and digital.

Prepare and coordinate the preparation of reports.

Perform other duties as required.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** international standards and documentation for authorities, holdings, bibliographic description, classification, subject analysis, metadata, IR structure, and computer encoding formats, current and emerging trends and practices, standards, and legislation related to information access, acquisitions, cataloging, metadata, collection development, electronic resources management, digital collections and institutional repositories, technical processing, and preservation, academic publishing, including trends in publishing, scholarly communication and open access, the university's research and teaching programs and initiatives, academic goals and plans, applications and technologies enhancing access to electronic resources: proxy server, discovery tools, link resolvers, federated search, Open URL, assessment and research methods, and intellectual scholarship, in technical services and library functions and analysis of user input and feedback, outside agencies related to technical services concerns.

**Skill in:** Writing correspondence, memos, reports, policies, supervising and motivating others, resolving personnel conflicts, building and sustaining relations with others, evaluating staff performance, prioritizing work, identifying solutions to problems, personnel management.

**Ability to:** Understand complex technical, personnel materials, licensing agreements, publisher/vendor offers, instructions, read non-English language materials; read journal articles with comprehension, perform intermediate math, communicate with all levels of staff, manage, allocate and monitor a budget, monitor and direct the overall growth and development of library

collections, coordinate and oversee projects utilizing project management principles, negotiate contracts, manage vendor relations, teach and train others.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**