Associate Vice President and University Librarian

Job Code 00000932

General Description
Responsible for the administration of the University Library through planning, organizing, staffing coordinating, reporting, and budgeting.

Examples of Duties
Coordinate the development of short and long term planning and budgeting of the library.
Interview and hire library personnel.
Supervise, evaluate, counsel and advise department heads and staff.
Participate in library resource sharing activities.
Keep informed of developments in librarianship and related disciplines.
Supervise preparation and completion of statistical and textual reports.
Represent the library to its users, the general public, the University administration and the library profession.
Prepare for and respond to emergency involving library users, staff or the building.
Interact with library donors.
Meet with University personnel on issues related to planning and assessing library services.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: traditional and evolving practices of librarianship; of management techniques; of University budget process and budgetary principles; of state and federal rules and regulations; of University personnel policies.

Skill in: administering a budget; supervising staff; in interpreting policies and procedures; in communicating to staff, patrons, donors, and the general public.

Ability to: interpret policy statements, legal documents, contracts, statistical charts, and graphs; to prepare memos, letters, reports, and presentations; to administer the budget; to prepare and interpret statistics; to resolve personnel disputes; to supervise staff; to operate PC and related software programs; to deal with a variety of groups and individuals in different settings; to mediate conflicts; and to manage competing responsibilities.

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
Master’s Degree in Library Science from an ALA accredited institution of higher education.