

Santa Clara University University Librarian Position Announcement

Santa Clara University, the Jesuit University in Silicon Valley, seeks a dynamic, innovative and engaging individual with the experience, leadership qualities and strategic vision to serve as University Librarian. The University Librarian is responsible for promoting excellence in teaching, learning, scholarship, and integrated education in the Jesuit tradition by providing access to, and facilitating the use of, a broad array of information resources.

The University Librarian plays a key role in helping the University realize its vision of educating citizens and leaders of competence, conscience, and compassion to foster a more humane, just, and sustainable world. This individual provides strong leadership in implementing the University's strategic plan and the Library's goals. The position involves consultation and collaboration with a broad range of academic areas, including the College and Schools, the Centers of Distinction, and academic departments.

The University Library shares the Harrington Learning Commons, Sobrato Technology Center and Orradre Library with the other elements of the Information Services Division. The building is a beautiful facility opened in March, 2008. The Library's collections, attractive study and computing areas, collaborative workrooms, exhibit gallery, and café have made it one of the most popular destinations on campus.

For a complete list of responsibilities and qualifications, please see the position description below. Applications are requested before October 31, 2011. The screening and interview process will take place in winter 2011. Interested candidates should submit an application electronically, including a cover letter, resume or curriculum vitae, and references to Edward Ryan, Assistant Vice Provost for Academic Affairs at eryan@scu.edu.

For more information about the Santa Clara University Library, please visit <http://www.scu.edu/library/>.

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. The University will provide reasonable accommodations to individuals with a disability.

University Librarian Position Description

Primary Purpose of Position

The University Librarian leads the University Library in advancing the Library's commitment to promote excellence in teaching, learning and scholarship by providing access to, and facilitating the use of, a broad array of information resources for students, faculty, staff, alumni and the general public. The University Librarian reports to the Vice Provost for Information Systems and Chief Information Officer.

Essential Job Responsibilities

- Serve as the public face of the University Library, interacting closely with students, faculty, senior administration, staff, and the Silicon Valley community to ensure that teaching and learning needs for information resources are met.
- Lead a staff of 13 librarians and 24 administrative and support staff
- Manage a budget of more than \$7,000,000.
- Keep current with developments and trends in academic libraries and related fields and uses that information to update services and resources provided by the University Library.
- Collaborate with the Vice Provost and CIO, the Director of Information Technology, and the Director of Media Services in operational and strategic planning for the Information Services Division, to ensure optimal provision of services to the University community.
- Strengthen communication and coordination between the University Library and the College, Schools, Centers of Distinction, and academic departments.
- Serve as a member of various University committees, task forces, and other bodies as appropriate to rank and position.
- Represent the University or the University Library in external academic organizations and consortia, such as AJCU, AICCU, or SCEL.

Representative Duties

- Make recommendations on allocation of the Library acquisitions budget, based on factors such as program changes, buying patterns, and the projected costs of materials.
- Allocate budgets and manage these in a fiscally responsible manner; spend funds to advance strategic priorities.
- Assist in Library fund raising and donor relation activities.
- Supervise, encourage and mentor direct reports, with regular and constructive communication; assist in goal setting and performance evaluation; foster and support professional development and continuing education.
- Make recommendations to the Provost on appointments, promotions, and changes in job classification for both the Library's academic staff and administrative staff.
- Work with the Vice Provost and CIO, the other Information Services Directors, the Library's department heads, and other staff as appropriate on operational and strategic planning, including: development of goals, action items, and performance indicators; budget projections and allocations; facilities planning; and assessment of programs, activities, and operations.

Required Qualifications

- MLS from an ALA accredited institution
- Minimum of five years' experience in academic or research library management with a record of increasingly responsible supervisory and administrative roles
- Substantial experience planning, prioritizing, developing and monitoring budgets in a large academic library environment.
- Solid knowledge of management of library technology, collections, services, and facilities, including University Archives and Special Collections, in a complex academic

library environment with demonstrated ability to understand the problems, priorities and interdependencies of each functional area.

- Broad understanding of the current trends in Information Science, as well as thorough understanding of current issues and initiatives in both academic libraries and higher education generally.
- Experience fostering a collaborative and innovative working environment that encourages collegiality, teamwork, and relationship building both within the Library and across the University community.
- Appreciation for and alignment with the University's mission, which includes a strong service ethic and a commitment to academic excellence and student-centered learning within the Jesuit tradition.
- Strong communication, interpersonal, and motivational skills.
- A record of accomplishment sufficient to qualify for appointment at the rank of Librarian in the University's academic staff job categories.

Preferred Qualifications

- A second graduate degree at the doctoral or masters level.
- Classroom teaching experience.
- Successful grant writing or fund raising experience.
- Proven track record with managing digital initiatives, particularly digital libraries or digital projects involving special collections.
- Experience planning, implementing and maintaining an institutional repository.
- A record of close collaboration with, or leadership of, information technology, instructional technology, and media functions.