

Ball State University
Professional Position Description

Position #: 013143
Department: University Libraries
Dept Code: 12300
Position Title: Assistant Dean for Public Services
Reports To: Dean of University Libraries
Contract Type: Professional--Cont Contract (11)
Revision Dates: 7/05; 11/06; 12/07
Exempt1: Administrative
Exempt2:
Direct Reports: Architecture Librarian, Head of Access Services, Head of Information Services, Science Librarian, Media Librarian, Music Librarian, Secretary to Library Assistant Deans.

Position Function:

Manage (planning, budgeting, organizing, staffing, controlling, problems-solving), develop, and evaluate programs and activities, including supervision and coordination of the work of Public Services' professional, faculty, and support personnel; serve as a member of the Dean's Cabinet and advise on issues of the University Libraries' programs, services, policies, and collections.

Duties/Responsibilities:

1. Promote, measure, and assess the delivery of high quality customer services from all units within Public Services to the University community; identify, develop and implement new services and initiatives.
2. Gather and analyze data to develop recommendations and solutions for the improvement and/or implementation of Public Service's systems, procedures, and organizational improvement.
3. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.
4. Implement and monitor policies and procedures within Public Services, making recommendations for change when necessary.
5. Serve on the Dean's Cabinet to advise and provide recommendations for the University Libraries' strategic planning, short- and long-range planning, budgeting, acquisitions, strategic communications, policy development, and other similar administrative matters.
6. Serve on University Libraries task forces and committees.
7. Keep abreast of professional literature, activities of the professional organizations, and scholarly developments in the areas of reference, library instruction, and instructional technology.
8. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program.

Experience: Five years of increasingly responsible library experience in an automated academic library, including significant experience at administrative level; demonstrated skills in planning, managing, evaluating programs and services, and strong interpersonal skills; supervisory experience; working knowledge of basic Microsoft Office applications.

Other: Effective oral and written communication skills; ability to work some evenings and/or weekends.

Additional Preferred Qualifications:

Education: Earned doctorate in library or information science or an academic discipline, or similar other advanced degree.

Experience:

Other: