

Ball State University
Professional Position Description

Position #: 013152

Department: University Libraries

Dept Code: 12300

Position Title: Assistant Dean for Collection Resources Management

Reports To: Dean of University Libraries

Contract Type: Professional--Cont Contract (11)

Revision Dates: 5/17/2006; 7/2007

Exempt1: Administrative

Exempt2:

Direct Reports: Head of Acquisitions Services, Head of Cataloging and Metadata Services, Head of Collections Development, Head of Metadata and Digital Initiatives, Secretary to Library Assistant Deans.

Position Function:

Manage (plan, budget, organize, staff, control, problem-solve); develop and evaluate programs and activities; includes supervision and coordination of the work of Collection Resources Management's 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 Collection Resources Management 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 systems, procedures, and organizational improvement.
3. Perform personnel functions such as recruitment, training, coaching, and evaluation of Collection Resources Management personnel within the context of a collaborative environment; encourage staff to pursue opportunities for personal development, including participation in scholarly activities.
4. Implement and monitor policies and procedures within Collection Resources Management, 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; scholarly developments in the areas of specialization.
8. Perform other related duties as assigned.

Minimum Qualifications:

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

Experience: Supervisory 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.

Other: Effective oral and written communication skills; strong interpersonal skills; ability to work evenings and/or weekends; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

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

Experience:

Other: