

CARLETON UNIVERSITY LIBRARY
POSITION DESCRIPTION

Revised: February 8, 2022

Position Title: Associate University Librarian (Academic Services)

Department: Office of the University Librarian

Position Summary

Reporting to the University Librarian, the Associate University Librarian (Academic Services) is responsible for providing leadership for the strategic planning, management, and operations of the portfolio of departments that provide academic services to the Carleton community.

The position is responsible for leading cross-departmental strategic and operational initiatives, and for working with colleagues in the Library and in the wider University community to develop and support an overall vision for the Library's academic services in support of the University's strategic integrated plan.

Organizational Relationships

The Associate University Librarian (Academic Services):

- Reporting to the University Librarian, advises and makes recommendations in all areas relevant to the development and operation of departments in their portfolio and in matters that affect the Library as a whole.
- As part of the Library Executive Committee, provides strategic direction and leadership, and ensures sound administrative and operational practice across the Library.
- Oversees the Academic Services portfolio consisting of the following departments: Research Support Services, Collections and Assessment, and Archives and Special Collections. In addition, the Scholarly Communications and Research Engagement Librarian and Indigenous Services Librarian are both part of this portfolio and report directly to the Associate University Librarian (Academic Services).
- Manages the Heads of the departments in the Academic Services portfolio, as well as librarians who report directly to the Associate University Librarian (Academic Services).
- Works collaboratively within the Library's operational structure, communicating priorities and coordinating services, policies, and programs within the Library and with external partners as needed.

- Works with the Academic Director of the CRDCN Research Data Centre located in the Library to promote and support its operations.
- Maintains an on-going relationship with other University departments relevant to the Academic Services portfolio.
- Serves on University committees and participates in training and other professional activities.
- Represents the Library at provincial and national committees as required.

Duties and Responsibilities

- Provides leadership and managerial support for the departments in the Academic Services portfolio by:
 - Defining a mission and strategic directions of service for their area within the Library's overall strategic plan.
 - Ensuring that the priorities and activities of these groups are aligned with the Library's objectives and meet its standards for service.
 - Leading the strategic, operational, and budgetary planning for all areas of the Academic Services portfolio.
 - Leading the improvement and development of new services in the Academic Services portfolio.
 - Building a shared service ethic and commitment to the success of the Library.
- Provides leadership for the strategic planning, development and operational management of the Library by:
 - Contributing to the development of annual and strategic plans for the departments in their portfolio as well as the Library as a whole.
 - Contributing to the development of the Library's overall annual budget, identifying resources and funding required to support current future operations and initiatives.
 - Supporting efforts to locate and secure funding to support collections, services, and initiatives.
 - Communicating regularly with Senior Staff Council colleagues regarding issues and priorities.
- Fosters and maintains a working environment that is equitable, diverse, and inclusive, and ensures that the Library's services, collections, and facilities are equally inclusive and respect the full diversity of the community we serve.
- Builds relationships and collaborates with Indigenous faculty, students, and other community groups to inform and guide the development of collections and services.

- Promotes and facilitates a culture of professional growth and development for everyone working in the Library.
- Provides leadership in the Library's efforts to engage with and provide services for alumni as well as individuals and groups in the local community.
- Engages with community members and builds effective partnerships and collaborations both inside and outside the Library to enhance the delivery of resources and services.
- Engages in professional activities and maintains current professional knowledge, skills, and abilities in relation to library administration.
- Performs other duties and takes on other responsibilities as assigned by the University Librarian.

Knowledge, Skills and Abilities

A. Technical knowledge

- Strong expertise in managing and motivating people to attain individual, departmental, and organizational goals.
- Strong expertise in managing projects and implementing new services, workflows, and facilities.
- Strong expertise in managing services and operational workflows.
- Expertise in managing internal communications as well as communications to external audiences.
- Expertise in managing human resources in a unionized environment.
- Expertise in budgeting and working with financial information.

B. Domain knowledge

- Strong expertise in at least one of the areas in the Academic Services portfolio: information services, instruction, reference, research support, scholarly communications, collection management, rare and special collections. Working knowledge of the other areas in the portfolio.
- Working knowledge of trends in academic libraries and post-secondary education.

C. Organization, communication and team skills

- Excellent interpersonal and communication skills.
- Strong leadership and team-building skills in order to motivate and support staff in an effective, productive, and positive manner.
- Ability to work well in a team-based environment, as well as independently.

- Ability to engage effectively in planning, problem solving, and goal setting.
- Ability to work with other departments, vendors, and other groups outside the Library to achieve specific goals.
- Ability to manage time and set priorities, manage multiple projects with competing deadlines and work under pressure.

Qualifications

- Education: Master’s degree in Library and Information Science from an ALA accredited library school is required.
- Experience: At least eight years of progressively responsible experience coordinating or managing projects, services, teams, and departments in an academic or research library setting.
- Technical experience: At least five years of experience in one or more of the areas included in the Academic Services portfolio.

THE SIGNATURES BELOW SIGNIFY A MUTUAL UNDERSTANDING OF ALL THE ELEMENTS OUTLINED IN THE POSITION DESCRIPTION:

Date **Incumbent**

Date **University Librarian**