



Classification Description

Job Title: Assistant Director, Library Services

Pay Grade: 116

Job Code: 4239

FLSA Status: Exempt

Job Purpose

Reporting to the Assistant Vice President (AVP) for the Division of Library Services, the Assistant Director (AD) provides direction and leadership in the daily operations of all Library services and serves as administrative leader in the absence of the Assistant Vice President. The AD is responsible for developing, delivering, and assessing the Library's electronic resources, Digital Initiatives and Scholarly Communications within the libraries. This position collaborates with the AVP in contract negotiations and renewals with vendors and content providers and administrates delivery of new and existing licenses for electronic products. The AD consults as needed with the FSW General Counsel to resolve license and contract issues. Additional duties may include assisting the professional library staff in the day-to-day operations, coordinating workflows within functional areas, and supervising staff.

General Responsibilities

Essential Functions

Serves as Administrative Lead in the absence of the Assistant Vice President of Library Services.

Responsible for procurement, licensing, and assessing electronic information products purchased directly by the Library and/or licensed collectively by the Florida Virtual Library, Lyrisis, and other consortia.

Researches licensing agreements in order to place new subscription orders and monitors subscriptions in relationship to existing license expirations and renewals, registration, and activation of electronic subscriptions.

Prepares or coordinates reports related to electronic resources, including usage, statistics, and other related issues.

In collaboration with the AVP of Library Services, negotiates with vendors and publishers in advancing new scholarly publishing business models or library acquisitions models.

Reviews and assesses the electronic resources workflow, including database resources, and the ordering, invoicing, and cataloging of electronic resources.

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Represents the FSW Library Division on appropriate internal and external committees and consortia, and local, regional and national professional organizations and associations.

Collaborates nationally and internationally with stakeholders active in scholarly communications.

Works collaboratively with and supports researchers on scholarly communications concerns and directions.

Collaboratively promotes programs and services across all academic schools and departments.

Maintains awareness and engagement of trends and developments in e-resource acquisitions and management.

Manages the performance of original and copy cataloging of print and electronic materials.

Collaborates with faculty and staff to ensure information within FSW Library's electronic resources are accurate and appropriately shared and distributed.

Coordinates training and instruction for faculty, staff, and students in the use of electronic resources.

Manages the Controlled Digital Lending (CDL) project creating and delivering digitized course reserve materials for participating FSW courses.

Coordinates collection and reporting of appropriate statistics related to the use of electronic resources.

Coordinates the preparation of appropriate reports related to electronic resources and related issues.

Participates in accomplishing the work of the various projects and activities undertaken by the Division of Libraries.

Participates in library-wide and College-wide projects and activities.

Maintains a high level of confidentiality.

Performs other duties as assigned by the Assistant Vice President.

Archives Management

Oversees the establishment, accession, arrangement, description, preservation, digitization, and management of the College archive.

Directs staff in arranging, cataloging, exhibiting, and maintaining archival collections.

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Communicates and collaborates with the College community to identify archive materials.

Designs and maintains organizational systems while utilizing the appropriate archival software solutions.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Three (3) years' full-time professional work experience providing direct customer service in an academic library setting.

Remains current on trends and issues involving developing and delivering electronic library resources.

Ability to perform copy and original cataloging.

Demonstrated expertise using a library automation system such as ALEPH or Alma.

Experience negotiating with vendors and publishers in advancing new scholarly publishing business models or library acquisitions models.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail and library-specific databases.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

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- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. Exceptional attention to detail.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action, and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 6, 2024.