

Head, Education Library

University of Florida

George A. Smathers Libraries

Job Location:
Florida

Apply By:
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POSITION VACANCY ANNOUNCEMENT POSITION: Head, Education Library RANK: Assistant University Librarian or Associate University Librarian REPORTS TO: Chair, Departmental Libraries SALARY: Minimum Salary \$46,500 at the Assistant University Librarian rank; Minimum Salary \$56,200 at the Associate University Librarian rank; Actual salary will reflect selected professional's experience and credentials REQUISITION #: 0904076 DEADLINE DATE: November 12, 2013 - applications will be reviewed upon receipt Please note that this posting has specific instructions for the submission of application materials - see our website at: <http://web.uflib.ufl.edu/pers/careers.htm> or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered. JOB SUMMARY The Head of the Education Library is a tenure track library faculty position which serves as Head of the Education Library, a library serving the College of Education at the University of Florida. The position is responsible for the development, coordination, and provision of the library's programs and services, including a wide range of public, technical, and collection management functions. The Head, Education Library allocates resources and is responsible for the supervision and management of staff (one

professional librarian and three fulltime support staff), facilities, and equipment. Additional responsibilities include planning, developing, and delivering responsive and innovative service initiatives to meet the evolving information needs of the University's faculty, staff, and students. The position develops and manages the collections and facility to support research and instruction within the College of Education and related disciplines. The library encourages staff participation in reaching management decisions and consequently the Head of the Education Library will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Head of the Education Library will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work activities. The Head of the Education Library will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES • Works with the Chair, Departmental Libraries, and the Dean of the College of Education to define goals; establish objectives and priorities; and develop, implement, and evaluate plans, policies, and procedures that support the library's services and programs. • Manages the Education Library public services programs, collections, some technical service functions, and facilities. Allocates resources and responsibilities, manages budget, supervises personnel, prepares statistical and other reports, and communicates with other library units as well as with appropriate faculty and staff of the college. • Directly supervises one professional librarian and one Library Associate, and provides leadership and guidance for other staff and student assistants. • Responsible for education reference and instruction programs and participates in them by providing reference service, training individuals and groups in information retrieval and use, and creating handouts and web pages that support direct assistance as well as independent learning. • Plans and coordinates the effective use of the library facilities for staff, services, resources, and equipment. Coordinates efforts with appropriate library and college offices. • Keeps abreast of new technologies and demonstrates skill in using them to enhance library services. • Selects and manages collections for Education and related disciplines. • Recommends and monitors budget allocations for assigned programs to ensure judicious expenditure according to priorities throughout the year. • Maintains active liaison relationship with departments served. Informs Education Library clientele about relevant library issues. • Develops collection management policies or profiles based on assessments of program needs. • Selects library resources in all formats in support of program needs from such vehicles as gifts, approval plans, and dealer catalogs. • Provides the essential reference tools for research in subject of interest to program constituents. • Makes decisions or recommendations on cataloging, location, preservation, maintenance, and retention of library resources. • Provides guides and other aids, in a variety of formats, to enhance effective understanding and use of collections and services. • Contributes to the library, university, and the profession through substantive involvement in such activities as committee work, research, publishing, and participation in professional organizations. • Assists with development activities of the library and academic departments to enhance services and resources through gifts and grants. • Participates in planning, policy formation, and departmental decision-making relating services, collections, and new technologies. **QUALIFICATIONS Required:** • Master's degree in Library Science from an ALA-accredited library school or equivalent. • Appointment at the Assistant level requires a minimum of 3 years post-MLS professional library experience. Appointment at the Associate level requires a minimum of 7 years post-MLS professional library experience. • Strong interpersonal skills and the ability to effectively lead a team. • Ability to

work both independently and collaboratively with faculty, students, administrators and the general public. • Working knowledge of library and educational technologies. • Excellent planning, analytical and organizational skills. • Excellent verbal and written communication skills. • Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment. • Strong potential for meeting the requirements of tenure and promotion (outlined at <http://www.uflib.ufl.edu/pers/cdh>). Preferred: • Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work. • Graduate or undergraduate degree in education or a related field. • Administrative and supervisory experience in a branch or departmental library. • Relevant experience and/or expertise in field of Education. • Academic library background in collection development and management, public services, and/or technical services. • Experience or expertise in the development and delivery of instruction. • Experience or expertise in delivering services to distance students.

THE UNIVERSITY OF FLORIDA The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at <http://www.ufl.edu>.

GEORGE A. SMATHERS LIBRARIES The George A. Smathers Libraries is a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at:

<http://www.uflib.ufl.edu/backpage.html>. For more information about the Libraries, please visit <http://www.uflib.ufl.edu>.

THE EDUCATION LIBRARY Together with the Architecture & Fine Arts Library, the Education Library is an integral part of the Departmental Libraries within the George A. Smathers Libraries at the University of Florida. Embedded within the college it serves, the Education Library is located within Norman Hall on the East edge of the UF main campus. Its staff and collections support 32 academic degree programs in the College of Education which is organized into 3 schools: School of Teaching & Learning (STL), School of Special Education, School Psychology and Early Childhood Studies (SESPECS), and School of Human Development and Organizational Studies in Education (HDOSE). Significant collections include the Children's Book Collection, the K-12 Textbook Collection, the ERIC Documents Microfiche and several other microfiche collections and a video collection. The collection consists of more than 145,000 monographic volumes, approximately 600 journal subscriptions both print and electronic, and more than 585,000 microfiche.

COMMUNITY Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the "Best Place to Live and Work" by Frommer's Cities Ranked and Rated and as one of the "Best Places to Live and Play" by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. A recent

article in Florida Trend Magazine offers an in depth Community Portrait of Gainesville and the University of Florida. The area has numerous cul

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