Position Summary
Collaborating with the Director for Library Technology and Digital Strategies (LTDS) and the Assistant Director for Library Technology, this new and exciting role will provide strategic direction for processes around implementation, improvement, extension, and integration of Emory Libraries’ end-user products and/or programs. This portfolio supports faculty, staff, and students in their teaching, learning, research and scholarship endeavors. As a member of the LTDS’s leadership team, we will team up to advance the strategic and annual planning for the Division.

In this role you will lead a Digital Product Strategy Department, which includes major product and program development for end-user technology. Together with your department's staff, we will cultivate roadmaps for your portfolio to develop the larger technology roadmap. Working jointly with Library Technology Department, internal library partners, the Project Management Office, and the wider Emory community you will promote a portfolio of creative end-user products and programs.

Essential Responsibilities & Duties

Staff Management
You will be responsible for the hiring, mentoring, and evaluating departmental staff. At Emory Libraries, we believe it is important to ensure staff receive the support they need to be successful in their careers. Together we will work build a cross collaborative division whose employees complement one another's skills.

Portfolio Management
You will sponsor the end-user technology portfolio maintained by LTDS and construct a meaningful portfolio by mentoring your staff to establish relevant product and programmatic goals.

Together the LTDS leadership team, will establish standard methodologies and procedures for portfolio management within the division. We will develop the processes for taking in new initiatives while also communicating the impact of change to internal and external partners as well as leadership. We will handle issues surrounding resourcing, staffing, challenges, risks, etc. for new technology initiatives. We believe that we should constantly evolve, so together, we will seek out opportunities for process improvement and develop standard methodologies rooted in service design principles ensuring promised value is delivered.

Product Management
You will mentor Digital Product Strategy staff in developing product and/or program roadmaps and ensuring projects stemming from those roadmaps are appropriately resourced. To do this, you will work with LTDS
leadership to document available resources and associated constraints while advocating for or negotiating with the Director of LTDS for additional resources or adjustments to the division's strategic direction.

You will champion consistent and visible documentation, harmonize disparate advisory groups, and provide support for strategic initiatives. Your department will blend traditional project management principles and practices with an Agile development approach to deliver an appropriate balance of agility and predictability. You will guide staff, so they can appropriately communicate priorities, objectives, challenges, and results to Emory Libraries' and its partners.

**Professional Responsibilities**

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank.
- Participates in library and campus communities as appropriate for service purposes.
- Engages with relevant technology communities as appropriate (DLF, Code4Lib, Samvera, ELUNA/IGeLU, etc.).

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Experience with developing operational processes and procedures in the support of software and systems, both vendor hosted and custom developed.
- Working knowledge of Agile Scrum methodologies and/or service management processes (e.g. ITIL framework);
- Experience with project management, program management, and product management (Agile methodologies preferred).
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**REQUIRED for Supervisory & Managerial Positions**

- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.
Experience specifically with leading librarians or staff in library systems, academic technology, and/or information technology roles.

Preferred Qualifications
- Working knowledge and direct experience with integrated library systems, repositories, and related search and discovery products (such as Alma, Primo, Samvera, etc.);
- Understanding key trends in software development including experience with version control, test-driven development, continuous integration techniques and other best practices in software development.
- Experience in supervising and managing librarians and staff including coaching, motivating, and mentoring.

Application Procedures
Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/22512/job

Requisition/Job Posting #22512

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by August 1, 2018 will receive priority consideration. Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Diversity Statement
Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaksto the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

General Information
Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or
appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to [http://www.hr.emory.edu/eu/benefits/](http://www.hr.emory.edu/eu/benefits/).

**Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,839 undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory’s collections include more than 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 349 with an overall library budget of approximately $45 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCH), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– July 2017

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