Professional Position Posting

Assistant Director, Library Technology

Department: Library Technology and Digital Strategies, Woodruff General Library
Salary: Commensurate with qualifications and experience
Position Availability: Summer 2017

Position Summary

Reporting to the Director, Library Technology and Digital Strategies (LTDS), the Assistant Director for Library Technology helps provide strategic direction for the enhancement, extension, and integration of Emory University Libraries' technology and tools in support of faculty and student teaching, learning, research, and scholarship.

The Assistant Director for Library Technology oversees the Library Technology Department, which includes both the Library Core Systems Team and the Software Engineering Team. As a key member of the larger LTDS Division, the Assistant Director collaborates with staff within the division, as well as staff across Emory's libraries to ensure the highest level of engagement and effectiveness for the university. Additionally, the Assistant Director contributes to the strategic and annual planning for the Division. This position ensures successful collaboration with external vendors and the larger IT organization to provide a portfolio of services that are well-integrated and maintained.

Specific duties include:

Management
- Manages the hiring, supervision, and evaluation process for departmental staff.
- Engages with direct reports to ensure they receive the support needed to be successful in their career.

Project Management
- Provides leadership and guidance for relevant projects; advocates and encourages consistent and transparent documentation of project priorities, resources, constraints, expectations, objectives, challenges, and results.
- Leads, sponsors, and manages projects and work plans for Library Technology's goals and assists in the coordination of advisory groups as appropriate.
- Provides project management support for small scale projects and engages with the Project Management Office for large scale projects and initiatives.

Professional Responsibilities
- Participates in professional and scholarly associations.
- 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 committees as appropriate for service purposes.

Required Qualifications
- ALA-accredited master's degree in Library and Information Science OR equivalent combination of relevant advanced degree and academic or library experience.
- Evidence of at least 5 years of supervisory experience and demonstrated skill in supervising and managing librarians or staff in library systems, academic technology, and/or information technology roles.
- Experience with developing operational processes and procedures in the support of software and systems, both vendor hosted and custom developed.

Preferred Qualifications
- Working knowledge and direct experience with integrated library systems and related search and discovery products (such as Alma, Primo, etc.).
- Working knowledge of key trends in software development including experience with version control, test-driven development, continuous integration techniques and other best practices in software development.

Application Procedures
Interested candidates should review the applications requirements and apply online at
https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=71960br

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 June 26, 2017 will receive priority consideration. Review of applications will continue until 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.

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/.

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 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received $507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 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 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately $25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), 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 Libraries include the Robert W. Woodruff Library, which is also home to the Stuart A. Rose Manuscripts, Archives, and Rare Book Library. Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– 12 December 2016

EEO/AA/Disability/Veteran Employer