

## **Position Announcement**

### **Head of Access & Technical Services**

#### **The University of Tennessee College of Law, Joel A. Katz Law Library**

The Joel A. Katz Law Library is seeking candidates for its Head of Access & Technical Services position. The Head of Access & Technical Services provides leadership and oversees the daily operation of access services and technical services in the Law Library. This is a full-time professional librarian position with administrative and supervisory responsibilities. The person in this position works collaboratively with the Law Library faculty and the Associate Dean for Library & Technology Services to assist with the development and implementation of library strategies, policies, and procedures for delivering services, providing legal information resources, and maintaining a welcoming environment for all in support of the mission and goals of the library and the College. The Head of Access & Technical Services reports to the Associate Director of the Law Library.

### **About the Law Library**

The University of Tennessee College of Law's Joel A. Katz Law Library has a 500,000+ volume-equivalent collection and is staffed by six full-time tenured or tenure-track law library faculty, and twelve full-time library and information technology staff. Housed in an attractive, comfortable, state-of-the-art facility, the Law Library primarily serves approximately 400 law students, and 35 law faculty, although the library also supports practicing attorneys, university students, faculty, and the general public.

### **Responsibilities**

- Oversee technical services and access services within the Law Library, including staffing, resources, spaces, and setting departmental goals and standards based on national norms, best practices, experience and judgment;
- Train, supervise, and lead four staff members and a number of student employees engaged in the day-to-day operations of these services, including serials management, cataloging, e-resources workflow, as well as circulation, interlibrary loan, course reserves, and document delivery services.
- Collect and analyze monthly and annual collection content and financial statistics for external organizations such as ARL and ACRL, from the integrated library system.
- Provide record maintenance and database integrity to new, changed, ceased, or canceled bibliographic, inventory, and order records within the integrated library system throughout the lifecycles of library materials guided by departmental policies and guidelines.
- Support the delivery of digital resources into the Library's integrated library system using vendor supplied records and knowledge base to insure authentication.
- Manage materials circulation tables in the integrated library system, analyzing and interpreting data, applying policies, and adapting policies as needed.
- Collect, analyze, and report monthly and annual circulation and public use statistics.
- Oversee public spaces in the Library

- Lead or participate in Law Library and College committees as appointed.
- Participate in professional development and professional organization meetings as appropriate, representing the Law Library effectively within the University, and in library regional and national communities.

### **Required Qualifications**

- Candidates must possess a Master's degree in Information or Library Science from an ALA-accredited institution;
- Minimum of three years of experience working as a professional librarian in an academic, law, or public library;
- Minimum of two years of experience supervising professional or para-professional library staff;
- Experience managing projects for a department, team, or committee;
- Basic working knowledge of current and emerging technologies and processes related to integrated library systems and cataloging, discovery services, e-resource management, and familiarity with library circulation systems;
- Excellent oral, written, and interpersonal communication skills;
- Ability to adapt to evolving work environments.

### **Preferred Qualifications**

- An understanding of trends in legal research methodologies and legal information management;
- Excellent organizational and time-management skills.

**Compensation:** Salary is competitive and commensurate with experience, including a comprehensive benefits package.

**Application:** Interested individuals are encouraged to apply at [The University of Tennessee's Taleo Career Section](#), and your application must include (1) a cover letter addressing relevant professional experience, (2) a resume, and (3) a complete list of contact information for three professional references. The review of applications will begin on August 8, 2022 and will continue until the position is filled.

**Contact:** Please contact Scott Childs, Associate Dean for Library and Technology Services ([schild3@utk.edu](mailto:schild3@utk.edu)), with questions about this position.

In furtherance of the University's and the College's fundamental commitment to diversity among our faculty, student body and staff, we strongly encourage applications from people of color, persons with disabilities, women, and others whose background, experience, and viewpoints would contribute to a diverse law school environment.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age

Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.