

Head of Technical Services (Librarian)

University of Maryland Baltimore, Francis King Carey School of Law

The University of Maryland Francis King Carey School of Law, Thurgood Marshall Law Library seeks a highly motivated, creative, entrepreneurial professional to serve on the library's administrative team and participate in the overall management and coordination of the Technical Services Department. The Law Library, located on the campus of the University of Maryland Baltimore, is a vibrant institution dedicated to supporting the research and scholarship of the faculty and students of the School of Law. The library staff is committed to exploring and implementing innovative solutions to promote and enhance library services to the law school community. The position is a 12-month library faculty appointment. The successful candidate will be expected to meet library and university requirements for permanent status and promotion. A candidate with prior professional accomplishments may be considered for initial appointment at a level above Librarian I.

Position Description:

Reporting to the Associate Dean for Library & Technology, the Head of Technical Services provides leadership for the selection, processing, organization, and maintenance of library resources in all formats. This faculty librarian oversees: purchasing, licensing, cataloging, and processing of materials using the Ex Libris ILS; gathering data related to the use of the law library's collection; negotiating with vendors; forecasting acquisitions expenditures; and borrowing from / lending to other libraries (ILL).

The Head of Technical Services is a critical member of the Library's leadership team, providing input on strategic directions and programs. This position contributes expertise to library and campus committees; participates in local, regional and national consortia; and participates in University System of Maryland and Affiliated Institutions (USMAI) work groups.

Responsibilities:

- Participate in regular planning with the Library's leadership team, which also includes the Associate Dean for Library & Technology, Associate Director for Administration, Associate Director for Instructional Services, and Head of Research Services.
- Supervise, mentor, and evaluate the work of technical services staff members.
- Within budgetary parameters, acquire materials in all formats, ensuring the library's collection effectively supports the diverse needs of the law school community. Make collection decisions in consultation with the selection committee, library staff, and other members of the law school community.

- Forecast trends and changes in acquisitions expenditures. Conduct cost and use studies, along with weeding, cancellation, and collection maintenance projects, as appropriate.
- Serve as point-person for licensing resources, negotiating contracts, and resolving disputes with vendors.
- Gather accurate and comprehensive statistics about library resources and their usage to ensure that patrons are well-served, to maximize the Library's budget, and to participate in benchmarking projects.
- Ensure that invoices are reviewed and processed weekly, and problems resolved quickly.
- Explore new interfaces and functionality to ensure that library users have the best method of “discovery” as they navigate the library’s array of intellectual content.
- Evaluate and implement new technologies for technical services functions and services.
- Ensure effective access to the content of the library’s collection through high-quality cataloging / metadata services.
- Provide innovative and effective resource sharing services to the university’s faculty, staff, students, affiliates, and other clients. Oversee resource sharing services (especially ILLiad), and coordinate ILL statistics / reporting.
- Serve as contact to OCLC and other resource sharing networks.
- Represent the library on working groups of the University System of Maryland and Affiliated Institutions (USMAI).
- Assist patrons through regular shifts at the user-services desk.
- Other duties as assigned.

Required Qualifications:

- ALA-accredited Master’s in Library Science (or related).
- Four years post-MLS professional library experience.
- Two years supervisory experience, and strong supervisory skills.
- Experience with the application of new and emerging technologies in library environments.
- Record of creativity in problem-solving, and open-mindedness in decision-making.
- Strong project management, customer service, and interpersonal / communication skills.
- Ability to work independently and as part of a team.
- Ability to motivate, establish priorities and meet deadlines in a multi-task environment.
- Ability to prepare and present clear, concise statistical and narrative reports.
- Ability to establish and maintain strong working relationships with colleagues.
- Enthusiasm for innovation and user-centered service.
- Participation in professional, campus, or consortial library activities.

Preferred Qualifications:

- Experience with Ex Libris' Aleph ILS.
- Academic library experience.
- Law degree, law library experience, or familiarity with legal materials.
- Experience working for public universities / state libraries.

Salary and Benefits

Salary is competitive and is commensurate with qualifications and experience. Generous benefits include choice of retirement, medical, and dental plans; 22 days of annual leave; 15 days of sick leave; 3 personal days and 14 holidays. Regular employees, as well as their spouses and dependent children, may receive tuition remission for most programs at many campuses of the University System of Maryland.

Applications:

Application materials must include a CV/resume; cover letter which includes the source of advertisement; 3 references; and a separate signed/dated affidavit page (stating "I verify that my CV is current and accurate" - does not need to be notarized). Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by **January 13, 2019**.

How to Apply:

To apply, go to

https://umb.taleo.net/careersection/sol_faculty+and+post_docs/jobdetail.ftl?job=180001LR&lang=en.