

## Head of Public Services

University of Arkansas School of Law

The Robert A. and Vivian Young Law Library at the University of Arkansas has an opening for Head of Public Services Librarian. This is a full-time, tenured or tenure-track position. Please see <http://jobs.uark.edu/postings/27856> for a full description and application instructions. Applicants will need to create an account after clicking on the Apply for this Job link below.

### Summary of Duties:

Public Services is responsible for the entire process of making Library resources available to our users. The Head of Public Services will be engaged in and supervise collection development, stack maintenance, interlibrary loan and document delivery services, circulation, reference services, and faculty, student, staff and public outreach, including through teaching and by means of social media. Additionally, the successful candidate, in association with the Director and Associate Director, will supervise, develop, and evaluate staff performance for the department and will create, implement, and improve user service policies and procedures. The Head of Public Services will work closely with the Electronic Services Librarian and our Technical Services supervisors to coordinate policies and procedures across Library departments to provide users with the widest possible access to both our print and electronic resources. The Head of Public Services will collect, maintain, and report statistics as required for purposes of the Law School, the university, the ABA, and other outside entities including the ALLStAR benchmarking program. Additionally, the Head of Public Services will work with the Director to identify, implement, and maintain Library learning outcomes and assessment standards to meet ABA accreditation requirements.

The close date for applications is July 7, 2018.

Please contact search committee chair Colleen Williams with any questions

Colleen Williams  
Cataloging Librarian  
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Full job description and to apply: <https://jobs.uark.edu/postings/27880>

### Minimum Qualifications:

- M.L.S. or equivalent from an ALA-accredited school
- J.D. from an ABA-accredited school
- Minimum of five years professional law library experience with a focus in public service areas
- Minimum of three years' experience in a supervisory capacity
- Demonstrated strong supervisory and managerial skills
- Excellent oral and written communication skills
- Excellent interpersonal skills

- Demonstrated commitment to high-quality customer service along with a collegial and collaborative team-oriented attitude

Preferred Qualifications:

- Prior law library administrative experience
- Prior teaching experience
- Prior experience with the development and use of learning outcomes and assessment

Internal Number: F415P

*The University of Arkansas is an Affirmative Action/EOE institution committed to achieving diversity in its faculty and staff. We encourage applications from all qualified candidates, especially individuals who contribute to diversity of our campus community. The university welcomes applications without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.*

About University of Arkansas School of Law

Founded in 1871 as a land grant institution, the University of Arkansas is classified by the Carnegie Foundation among the top two percent of universities in the nation with the highest level of research activity. Ten colleges and schools serve more than 26,700 students with more than 200 academic programs. University of Arkansas students earn nationally competitive awards at an impressive rate and represent 50 states and more than 120 countries. Located in the stunning Ozark Mountains of Northwest Arkansas, Fayetteville is home to the University of Arkansas campus, known for its spectacular views and ample green spaces. Fayetteville is considered one of the country's finest college towns, and the surrounding northwest Arkansas region is regularly ranked one of the best places to live in the U.S. Some of the nation's best outdoor amenities and most spectacular hiking trails are within a short drive of campus. As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a healthy work-life balance. The benefits package includes university contributions to health, dental, life and disability insurance, tuition waivers for employees and their families, 12 official holidays, immediate leave accrual, and a choice of retirement programs with university contributions ranging from 5 to 10% of employee salary.