

**JOB INFORMATION**

Effective Date	2/27/2023
Job Code:	2559
Job Title:	Executive Director, Library
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The Executive Director is responsible for the leadership and overall administration of the university libraries including strategic, operational and financial matters. The Executive Director has responsibility for the libraries' relationship with university administration, UH System libraries, UHCL shared governance, the university community, and local community partners.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Degree from an ALA accredited institution.	Required	
Master's Degree	Additional master's degree or doctorate.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Minimum ten years of recent library experience with a minimum of five years of progressive experience in an academic library administrative position to include supervisor experience.	Required	
Considerable	Evidence of experience working in two or functional areas in an academic library.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Professional certification in Library or Technology		Preferred	

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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of contemporary library theory, trends, technologies, and best practices important to academic libraries.	Proficient
• Knowledge of operational leadership in a complex organizational setting, including the effective management of fiscal, personnel, and physical resources.	Proficient
• Knowledge and understanding of key areas of library including: budgeting, scholarly communications, assessment, resource management, access services, research and instruction, outreach, and archives.	Proficient
• A comprehensive understanding of library software, electronic search technology, and other integrated library digital technologies including institutional repositories.	Proficient
• Must have management techniques to effectively and efficiently direct, plan, organize, staff, coordinate, budget, and evaluate library operations.	Proficient
• Understanding of a digital preservation system and open education resources.	Proficient
• Ability to think analytically and to develop new or revised systems, procedures, and work flow.	Proficient
• Ability to develop and maintain collaborative partnerships across campus through effective communication and leadership.	Proficient
• Ability to initiate, sustain, and propel creative and innovative programs and services that support faculty and students.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Provide overall strategic vision and operational leadership for all aspects of library operations to develop the library as a center of academic excellence.	20%
• Inspire engagement and collaboration with a broad audience, including students, faculty, and other stakeholders, to maximize the library's impact through forward-thinking leadership.	20%
• Foster a transparent and inclusive work environment to enhance librarians' and staff's morale and productivity.	15%
• Advocate, plan, and implement library space redesign and renovation to accommodate changing patron needs.	15%
• Create, revise, and maintain appropriate guidelines and procedures to provide innovative and well-proven library practices and services.	10%
• Work closely with university as a strategic partner and advocate on behalf of the UHCL Libraries and UHCL Archives and Special Collections.	5%
• Effectively grow, plan, and manage the financial resources of the libraries to meet evolving student and faculty needs, ensuring compliance with state regulations and university policies.	5%
• Engage and work collaboratively with library staff, faculty, and students to guide decisions about library programs and services. Exhibit the Library's Core Values of respect, transparency, integrity, accountability, diversity and inclusion, and excellence.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description

