

# University of Houston – Clear Lake

## Position Description

Job Title: **Associate Director, Library Digital Services**

Job Code: **2535**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Graduate degree in Library/ Information Sciences from an ALA-accredited program.	Second Masters degree in an academic subject area.
Experience	Three years experience in library systems and web presence development.	Five years administrative experience in an academic library.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Associate Director-Digital Services is responsible for investigating and implementing new technologies and digital services that support the Library's mission and strategic directions. This position has primary responsibility for planning, coordination and administration of library systems and technology support for library operations. The incumbent fosters a positive team environment within the library to manage the web presence and to communicate information about the library's online resources and services to the academic community. Incumbent provides training and support for library staff in new technologies. Incumbent serves as primary liaison with University Computing, UH main campus, and appropriate vendors. Incumbent participates in library-wide planning and policy development as part of the library's senior administrative team and performs other duties typically assigned to library administrators (collection and analysis of statistics, outcomes assessment, etc.)

Duties and responsibilities	% Time
Provide leadership and vision for new and emerging technologies in the provision of library resources and services (e.g., RSS, blogs, federated searching, portals, visualization, personalization, metadata schemes, virtual reference, alternative delivery options for content).	25
Coordinate existing website and other web-based services including content, maintenance of website files and servers, and chair the library web committee	25
Collaborate with other librarians to communicate information about the Library's online resources and services to clients	10
Participate in library-wide planning and policy development as part of the library's senior administrative team and performs other duties typically assigned to library administrators (collection and analysis of statistics, outcomes assessment, etc.)	10
Serve as the principal liaison with University Computing, UH Main Campus Library and appropriate vendors involved in the operation of the UH system libraries shared ILS integrated library system (currently Innovative Interfaces); Provide leadership and training for librarians in use of technology-based services/resources	10
Assess impact of technology-based services on library users. Participate in collection	10

development in designated subject area(s);	
Supervise the Systems Coordinator; Participate in library, university and shared governance committees as assigned;	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***