

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Technical Services**

Job Code: **2527**

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 administrative experience in technical services or related area as defined in position summary below.	Five years administrative experience in technical services 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-Technical Services is responsible for providing service-oriented leadership that reflects current needs and anticipates future trends in the evolving library and information environment. This position has primary responsibility for planning, coordination and administration of acquisitions, cataloging, serials, and electronic resource management. The incumbent fosters a collaborative working environment within technical services, the library, and other departments in the academic community. Incumbent participates in library-wide planning and policy development as part of the library's senior administrative team and assists the Executive Director in budgeting.

Duties and responsibilities

% Time

Provides leadership and oversight for all activities of technical services, including cataloging, database maintenance, electronic resources management, serials, acquisitions, and materials processing.	40
Plans for the introduction of new technologies into the technical services workflow as the library migrates from print to electronic formats. Helps staff manage change and provides training and development opportunities as appropriate.	10
Produces budget recommendations for the library's materials budget and other aspects of technical services.	10
Develops operating plans and procedures for technical services activities. Recommends changes in policy for technical services activities. For all aspects of technical services, prepares library reports, statistical and qualitative measures, and other analyses on a periodic basis.	10
Coordinates planning and execution of library activities with the Associate Director-Public Services to ensure open and effective working relationships within the library.	10
Together with the Associate Director-Public Services jointly manages the library's faculty liaison program and participates in collection development as a liaison to an academic program. Participates as part of the senior administrative team in library-wide planning and policy development.	10

Represents the Library in university, local, regional and national arenas as appropriate. Stays abreast of new technology, national developments and best practices in order to integrate these into technical services as appropriate.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.