

**JOB INFORMATION**

Effective Date	10/11/2021
Job Code:	2535
Job Title:	Associate Director, Digital Services
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Library
Job Family:	Assessment & Planning
Job Summary	The Associate Director-Digital Services is responsible for investigating and implementing new technologies and digital services to 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. Responsible for fostering 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. Provides training and support for library staff in new technologies. 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.).

**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	
Bachelor's Degree	in Library/ Information Sciences from an ALA-accredited program	Required	
Master's Degree	in an academic subject area	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of experience in library systems and web presence development	Required	
Considerable	years of administrative experience in an academic library	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Provide leadership and vision for new and emerging technologies in the provision of library resources and services (e.g., federated searching, visualization, personalization, metadata schemes, virtual reference, and alternative delivery options for content).	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%
• Coordinate existing website and other web-based services including content, maintenance of website files and servers, and chair the library web committee.	25%
• 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).	5%
• Provide leadership and training for librarians in use of technology-based services/resources.	5%
• Assess impact of technology-based services on library users.	5%
• Participate in collection development in designated subject area(s).	5%
• Coordinate with UCT and supervise the library computer coordinator.	5%
• Participate in library, university and shared governance committees as assigned.	5%
• Perform other duties as assigned.	0%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						

### Physical Demands

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

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description