

JOB INFORMATION

Effective Date	6/1/2021
Job Code:	2510
Job Title:	Assistant Director, Library Access & Delivery Services
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Library
Job Family:	Archives
Job Summary	The Assistant Director, Access & Delivery Services is responsible for efficient, service-centered operations of Access & Delivery Services. These services consist of circulation, reserves, stacks maintenance, interlibrary loan, and document delivery. Supervises the Access & Delivery Services team leaders, mentoring them, working with them to supervise and manage circulation and interlibrary loan operations. Develops, implements, evaluates and revises procedures designed to meet patron and operational needs of the Access & Delivery Services units; explores new technologies to improve the services of the units; guides and supports the performance and development of Access & Delivery Services staff; assigns tasks to staff in Access & Delivery Services; maintains necessary statistics and prepares reports; advocates for the needs of the unit and works effectively with library administration. Makes decisions involving interpretation of library public policy. As part of the library liaison team, this position performs collection development duties and serves as faculty contact for assigned degree programs.

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	in Library or Informational Science from an ALA-accredited institution	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Minimum of two years progressive academic or public library experience.	Required	
Less than 3 yrs	of work experience in a public or academic library	Required	and

Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> 1. Excellent leadership, interpersonal skills and problem-solving skills in working with the library public and staff. 	Proficient
<ul style="list-style-type: none"> 2. Ability to communicate clearly and effectively both orally and in writing. 	Skilled
<ul style="list-style-type: none"> 3. Ability to effectively train others, assign tasks, and supervise progress on assigned work. 	Skilled
<ul style="list-style-type: none"> 4. Ability to organize and prioritize tasks. 	Skilled
<ul style="list-style-type: none"> 5. Ability to complete detailed work with a high degree of accuracy. 	Skilled
<ul style="list-style-type: none"> 6. Ability to work with the public and resolve stressful situations calmly and professionally. 	Skilled
<ul style="list-style-type: none"> 7. Strong computing skills, specifically with Microsoft Office applications. 	Skilled
<ul style="list-style-type: none"> 8. Extensive working knowledge of the Fulfillment module of the Alma integrated library system. 	Skilled
<ul style="list-style-type: none"> 9. Availability to work regular weekend rotations and occasional evening shifts as needed at the Research Desk. 	Skilled
<ul style="list-style-type: none"> 10. Strong working knowledge of print and electronic information resources and of effective search strategies. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Supervises the Access & Delivery Services team leaders, working with them to set standards, supervise and manage circulation and interlibrary loan programs. Assigns tasks to staff in Access & Delivery Services, and advocates for the needs of the unit to library administration. 	30%
<ul style="list-style-type: none"> Develops, implements, evaluates, and revises procedures designed to meet patron and operational needs of the Access Services & Delivery units. 	15%
<ul style="list-style-type: none"> Responsible for collecting and providing all Access Services and Delivery statistics and information needed for annual reports and development proposals, and other types of reports. 	5%
<ul style="list-style-type: none"> Explores new technologies to improve the services of the units. 	5%
<ul style="list-style-type: none"> Makes decisions involving interpretations of library public policy, and deals with patrons' complaints in a friendly and effective manner. 	5%
<ul style="list-style-type: none"> Makes decisions involving interpretations of library public policy, and deals with patrons' complaints in a friendly and effective manner. 	5%
<ul style="list-style-type: none"> Provides in-depth information and specialized research consultations at the Research Consultation Desk, by telephone, email or other electronic communication. Provides one-on-one instruction by appointment. Participates in the weekend rotation of librarians on research consultation duty. 	20%
<ul style="list-style-type: none"> Develops the library collection in assigned subject areas. Expends budgeted allocations within specified deadlines. Maintains knowledge of the relevant resources in the discipline. Maintains research guides on assigned subject areas. Participates in and makes recommendations in collection evaluation projects. 	10%
<ul style="list-style-type: none"> Serves as liaison to faculty teaching in degree programs for which the librarian has collection development responsibility, with the object of communicating about library services and obtaining 	5%

Essential Functions

	Essential Function	% TIME
	information to help guide collection development. Participates in professional and university committees and task forces.	
•	Perform all 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				X		
Walking				X		
Sitting					X	
Lifting			X			
Carrying			X			
Pushing			X			
Pulling						
Climbing	X					
Balancing	X					
Stooping			X			
Kneeling			X			
Crouching						
Crawling						
Reaching			X			
Handling			X			
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					

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description