

JOB INFORMATION

Effective Date	3/4/2022
Job Code:	2530
Job Title:	Director, Library Communications and Operations
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The Director, Library Communications and Operations is responsible for the management and direction of library academic services, communications and daily operation. Provides leadership, marketing, planning and training. Leads the team of Assistant Directors of key library service departments and is actively involved in the management of all daily library functions. This position assists the Executive Director in strategic planning, management, and budgeting. Will serve as the acting Executive Director in her/his absence as needed.

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	Master of Library and Information Sciences.	Required	
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	At least 7 years of Library administration and supervisory experience.	Required	
Progressive	Experience in Library research and instruction or teaching.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Comprehensive knowledge and experience of all aspects of library services and operations.	Proficient
• Working knowledge of future trends in library personnel and services.	Skilled
• Understanding of next generation library services platform, such as Alma, and discovery systems such as Primo.	Skilled
• Proficiency in use of the latest computer applications.	Proficient
• Strong planning and project management skills.	Proficient
• Must possess excellent oral and written communications skills.	Proficient
• Strong supervisory, organizational, and interpersonal skills as well as ability to manage projects and budgets.	Proficient
• Problem solving for library users and staff; capacity to work well under stressful conditions with frequent interruptions.	Proficient
• Requires a flexible management style which maintains respect for those supervised and fosters a team approach to problem solving.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Directs the activities of overall library services, operations, budget, and communication, providing leadership, coordination, and evaluation in the key public serving library departments.	30%
• Works productively with all department heads to identify, evaluate and provide direction to integrate emerging technologies into library instructional services and operations to increase efficiency; fosters collaborative planning for forward-looking collection development . Enhances the quality of resources, and supports excellence in staff training and development.	20%
• Promotes and advocates for library programs that advance student learning and facilitates faculty and student research and scholarly activities.	10%
• Collaborates in assessment efforts to retrieve, review, validate and synthesize statistical and qualitative data for annual reporting and survey responses such as IPEDS, ACRL, etc.	10%
• Supports planning efforts with information gathering and analysis on library and higher education issues, directing and creating communication strategy for university and community promotion.	5%
• Serves on university committees and acts as the executive director upon his/her request or in the absence of the executive director.	5%
• Provides daily leadership and planning for achievement of strategic goals and initiatives for both the Neumann Library and the Pearland instructional location library.	15%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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
5%	Work related events as needed.