JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Associate University Librarian, Planning &amp; Community Relations</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Libraries</td>
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<tr>
<td>BARGAINING UNIT:</td>
<td>Excluded</td>
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<tr>
<td>TERM OF CONTRACT:</td>
<td>3-year appointment, renewable</td>
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A. JOB PARAMETERS

The Associate University Librarian, Planning and External Relations is a member of the Library’s senior management team and reports directly to the University Librarian; serves as a member of the Library Administration Team (LAT) collaborating to provide strategic leadership and management and participates in the development, establishment and application of programs, policies and procedures. The AUL manages the strategic planning and policy development processes and works in close relation with other members of the LAT and the Library Administration Office to ensure organizational effectiveness and efficiency. The position demands leadership, vision, motivation and excellent management skills. The AUL is responsible for the functional supervision of library communications. The AUL represents the Libraries and develops projects and programs with internal and external partners like Facilities Management, Advancement, BCI or CARL.

B. JOB RESPONSIBILITIES

1. Under the general direction of the University Librarian, coordinates the strategic planning and policy development processes in accomplishing the Libraries’ mission to support the learning, teaching and research activities of the University.

2. Assists the University Librarian in the planning, implementation and follow up of activities and responsibilities, which include investigating, consulting, analyzing and synthesizing information pertinent to the Libraries’ strategic objectives.

3. Coordinates and integrates the strategic directions program for library’s objectives, projects and human resource planning and development.

4. In collaboration with University Communications Services, decides on the priorities of the communications portfolio of the Libraries and contributes to the development and implementation of the library’s communication plan.

5. In collaboration with Advancement, establishes the advancement program of the Libraries and contributes to its implementation.
6. Provides advice to the University Librarian on the management and advancement of strategic priorities.

7. Works in close collaboration with other members of LAT, the Library Management Team and the Library Administration Office and contributes to the coordination of projects.

8. Plans, coordinates, monitors and manages different projects as they relate to the Libraries.

9. Follows up on identified action items by the University Librarian and LAT to facilitate coordination among all library sectors.

10. Analyzes data, writes proposals, and prepares project schedules, reports, spreadsheets and other planning documents, as requested.

11. Participates in internal and external meetings with the University Librarian to ensure follow up of action items.

12. Represents the University Librarian to university committees and external agencies, as assigned.

13. Assumes responsibility for other duties and projects as assigned by the University Librarian.

14. Leads special, confidential and sensitive projects. Plans and coordinates selected promotional and social activities hosted by the UL.

15. Serves as liaison for institutional memberships in professional organizations, and with practicum programs (librarians & technicians) and library schools.

16. Leads evaluations of services and processes and makes recommendations in terms of staffing, facilities and resources.

C. QUALIFICATIONS

- Master's degree from an ALA accredited Library School or equivalent education and experience acceptable for membership to the Corporation of Professional Librarians of Québec.
- At least seven years of experience in an academic or research library (or equivalent) with demonstrated leadership skills, including a commitment to action and a demonstrated ability to collaborate and mobilize others.
- Demonstrated project management skills and experience using project management tools.
- Superior interpersonal and communication skills; proven ability to work in a team environment as well as autonomously.
- Proven leadership, team building and influencing skills.
- Excellent analytical and critical thinking skills; ability to synthesize large amounts of data or information.
- Experience in a unionized environment.
- Demonstrated planning, organizational and decision-making skills, with the ability to respond to priorities and work under pressure.
- Excellent ability to innovate. Superior problem solving skills.
- Good understanding of the contemporary academic library's mission, structure and operations.
- Ability to take initiatives and meet deadlines.
- Good knowledge of Word, Excel and PowerPoint to create complex documents, spreadsheets and presentations.
• Excellent knowledge of spoken and written English. Knowledge of spoken and written French is a distinct advantage.
• Managerial experience is an asset.