JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Associate University Librarian, Planning and Personnel</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 Personnel 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 incumbent directs library personnel services (for professionals and support staff) in coordination with the University’s Human Resources department and the Office of the Provost. The position demands leadership, vision, excellent management skills, motivation and, as well as good judgment in handling sensitive and/or confidential administrative and personnel information.

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 the Library Personnel Coordinator, maintains a service for essential personnel processes in the Libraries (for professionals and support staff) in compliance with collective agreements and university policy, and in coordination with Human Resources, the Office of the Provost, and other university departments.

5. Supervises the activities of the Library Personnel Coordinator, and assists in problem solving.
6. Provides advice to the University Librarian on situations that occur and 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 contribute to the coordination of projects.

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

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

10. In collaboration with University Communications Services, contributes to the development and implementation of library’s communications plans.

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

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

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

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

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.
- Managerial experience (minimum of 7 years) 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.
- 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.
- Demonstrated project management skills and experience using project management tools.
- 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.
- Excellent knowledge of spoken and written English. Basic knowledge of spoken and written French is a distinct advantage.
- Advanced knowledge of Word, Excel and PowerPoint to create complex documents, spreadsheets and presentations.