JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Associate University Librarian, Collection Services</th>
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<tbody>
<tr>
<td>DEPARTMENT – UNIT:</td>
<td>Libraries – Collection Services</td>
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<td>BARGAINING UNIT:</td>
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<td>STATUS:</td>
<td>senior administration, level 2</td>
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A. JOB PARAMETERS

The ASSOCIATE UNIVERSITY LIBRARIAN, COLLECTION SERVICES has the responsibility for building, maintaining and assessing collections that best support Concordia’s teaching, learning and research activities. The AUL is responsible for the leadership, administration, evaluation and development of library operations concerned with acquiring or licensing, organizing, and making available collections and other research resources for both of Concordia University’s campuses, across all disciplines and formats. Responsibilities include directing a division of nearly 25 unionized librarians and support staff, and managing a collection development budget of over $5 m.

Reporting directly to the University Librarian, the incumbent is a member of the Library Administration Team (LAT) and participates in steering the overall development of the Libraries. The incumbent represents the University provincially and nationally in consortial collection development organizations and actively follows developments in the rapidly evolving scholarly communications landscape.

B. JOB RESPONSIBILITIES

Provides leadership, direction and coordination of Collection Services staff responsible for collection development, special collections and research archives, and bibliographic functions.

Acts as an innovative thinker who is knowledgeable and enthusiastic about the changing nature of libraries, librarianship, and the wide-ranging expectations users have of an academic library.

Communicates regularly and substantively with faculty, students, researchers, and other community groups in shaping the Libraries’ physical and digital resources; ensuring quality access to these resources for the purposes of teaching, learning, and research.

Advises staff, faculty and administrators on scholarly publishing trends, open access initiatives, copyright and rights management, and information technologies that affect access and preservation of scholarly information.
Leads changes in organization of technical services and collections management for the efficient and effective operation of Collection Services functions.

Leads library-wide projects including space planning related to collection development, maintenance and evaluation.

Represents the University provincially and nationally in consortial collection development organizations such as the Canadian Research Knowledge Network (CRKN) and the Bureau de coopération interuniversitaire (BCI).

Develops and implements, in collaboration with other LAT members, a usage assessment program for collections. Reports collection statistics to internal and external agencies.

Working with other members of LAT, manages, assesses and recommends collection development responsibilities. Meets regularly with, and responds to, the team of subject librarians.

Represents the University and the Libraries on appropriate committees and at external and internal professional meetings, fundraising events, etc. Acts as delegate for the University Librarian on University committees or other bodies on request.

Develops fundraising programs for collections and special collections and research archives.

Serves as member of the Senate Library Committee and Library Administration Team, and as chair of the Collections Committee and ad hoc task forces, as appropriate.

C. QUALIFICATIONS

Master's Degree from a library school accredited by the American Library Association, or approved equivalent training acceptable for membership in the Corporation of Professional Librarians of Quebec.

Minimum five years of experience in library services (preferably academic) in a managerial position.

Demonstrated ability to manage complex budgets and an understanding of evolving business models for acquisitions.

Engagement with current issues and trends regarding all aspects of scholarly communications including issues relating to digital collection management, copyright and rights management, licensing and open access.

Demonstrated ability to lead and manage librarians and support staff, preferably in a unionized environment.

Demonstrated ability to establish and maintain close and productive working relationships with colleagues and partners in an environment where consultation, flexibility, collaboration and cooperation are essential.
Ability to work effectively in a rapidly changing environment.

Conceptual and analytical skills; ability to problem-solve.

Demonstrated capacity for effective project management.

Excellent interpersonal and communications skills, including ability to work with collection donors, teaching faculty and senior administrators, and an aptitude for advocacy and negotiation.

Oral and written fluency in English; French language skills a distinct advantage.