



Head, Acquisitions and Serials Tenure-Track Position

Concordia University Library seeks a dynamic, service-minded and highly collaborative librarian for an appointment as Head, Acquisitions and Serials. This is a tenure-track appointment that is expected to be filled at either the Assistant Librarian or Associate Librarian rank.

Concordia University is one of Canada's most dynamic universities in one of North America's most livable cities. It reflects a unique blend of commitments to diversity, accessibility, social responsibility, and innovation. With over 50,000 students (almost 8,500 international) and over 2,000 full-time and part-time professors, Concordia is recognized for offering a rich academic experience combined with strong community engagement.

Concordia University Library provides collections and services fundamental to academic success, creation, the advancement of knowledge, and lifelong learning. With a team of 120 librarians, professionals and support staff who put student and faculty success at the centre of their practice, the Library collaborates to achieve the goals outlined in our [strategic plan](#) and in the University's [strategic framework and directions](#). For more information about the services and operations of the Libraries, see <http://library.concordia.ca/>.

The **Head, Acquisitions and Serials** is a supervisory librarian and part of the Library Management Team, reporting to the Associate University Librarian, Collection Services.

The **Head, Acquisitions and Serials** provides leadership in defining and developing the Library's acquisitions processes in an emerging consortial environment. The Head is responsible for collection funds management and overseeing acquisitions operations for all library materials so as to ensure that library users have accurate and timely access to library resources in all formats.

The **Head, Acquisitions and Serials** is responsible for the management of the Acquisitions & Serials unit consisting of nine support staff positions. The unit is responsible for continuing resources record maintenance, ordering, receiving, and invoice payments for all library materials.

This opportunity would appeal to a librarian who excels at designing efficient workflows in a collaborative environment and enjoys mentoring and supporting staff through transformational change. The ideal candidate is also interested in the business aspects of acquisitions, and in data analysis and reporting.

Librarians are members of the Concordia University Faculty Association ([CUFA](#)).

RESPONSIBILITIES

Ensures that ordering and receiving of monographs, media and other special materials, electronic resources and serials is done in a timely and efficient way.

Maintains effective relationships with vendors and subscription agents; monitors and evaluates services.

Plans and manages effective record management and control of continuing resources.

Plans and manages receiving and payments for all library materials, including fund operations, and liaison with the University's Financial Services and external agents.

Is responsible for the supervision, motivation, training, development, work assignment, and performance evaluation of support staff in Acquisitions & Serials; participates in selection committees and recommends hires for support staff positions. Works closely with the staff supervisor to ensure effective operations and staff training.

Works closely with the Head, Cataloguing & Collection Maintenance and the Special Materials Cataloguing Librarian to ensure timely and accurate cataloguing of serials and electronic resources, and with the Electronic Resources Coordinator and Systems Librarians to ensure that access to electronic resources is enabled and maintained.

Develops projections to support collection budget development, and prepares statistical and financial information as needed.

Works with the Associate University Librarian, Collection Services, and other members of the Collection Services management team, in planning, directing, and evaluating operations and delivery of the Division's services to users and other units of the Library, and ensuring excellent standards of bibliographic control and access to library materials.

Works with Information Systems & Technology to ensure appropriate system support and maximal use of systems capabilities for electronic resources access, record maintenance and processing operations.

Collaborates with other library divisions and units to ensure that record maintenance and processing policies and procedures support a rich and timely discovery environment for users.

Works with other members of the Library Management Team to maintain and promote best practices for library management.

Leads or assists with special projects, or other temporary assignments, as required.

Participates in Library, University, and external committees, and engages in professional organizations and the development of the profession.

Keeps current with changing professional and research expectations, service requirements and developments in academic libraries, especially developments in electronic resources management, serials, acquisitions, technical services and management practices.

QUALIFICATIONS

Professional Expertise

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec.

Minimum of five (5) years professional experience as a librarian.

Minimum of two (2) years professional experience in technical services operations, preferably in an academic library or equivalent.

Minimum of one (1) year of management or supervisory experience, preferably in technical services.

Knowledge of and experience with acquisitions, bibliographic control, and management of electronic resources and serials. Knowledge of contracts, invoicing and financial payments an asset.

Experience with serials and acquisitions functionality in an integrated library system or library services platform. Experience with OCLC WorldShare Management Services an asset.

Knowledge of trends and developments in academic library electronic resource, serial and acquisitions operations, particularly relating to standards and emerging technologies.

Ability to plan, organize and coordinate operations and functions in a library technical services.

Demonstrated success in managing teams; ability to motivate and engage team members towards a common goal.

Experience working in a unionized environment is an asset.

General Competencies

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Demonstrated project management skills and ability to handle multiple priorities and tasks as well as projects.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. A professional level of oral French and basic written French are required. Reading knowledge of other languages is an asset.

Salary and Benefits

Compensation and rank are commensurate with qualifications and experience. The position includes a competitive and comprehensive benefit package.

Application Procedure

Interested candidates must supply the following in **one (1) single PDF attachment**:

- a letter of interest;
- curriculum vitae;
- the names, email addresses and telephone numbers of three professional references.

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified individuals, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications. All qualified candidates are encouraged to apply; however, Canadians and Permanent Residents will be given priority.

To comply with the Government of Canada's reporting requirements, the University is obliged to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applicants need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

Yes, I am a citizen or permanent resident of Canada

No, I am not a citizen or permanent resident of Canada

Interviews are planned between November 12 and 22, 2019. Only selected candidates will be contacted.

Candidates should apply in confidence by email to Ms. Sandra Biron, Library Personnel Assistant, at employment.library@concordia.ca.

Applications must be received by **no later than 5:00 p.m. on Monday October 21, 2019**.