NATURE OF WORK:
The Director of Consortial Library Application Support (CLAS) department provides leadership and support to the University System of Maryland and Affiliated Institutions (USMAI) Library Consortium in the integration, operation and maintenance efforts of the consortium’s software and database applications. The CLAS Director serves as a senior member of the College Park Libraries’ Digital Systems and Stewardship (DSS) Division, reporting to the Associate Dean for Digital Systems and Stewardship at the University of Maryland Libraries. The incumbent works directly with the Council of Library Directors (CLD) of USMAI and its administrative structure. He/she provides leadership and direct supervision to a professional technical staff. The CLAS director will be responsible for developing and managing budgets for approved projects and initiatives of the USMAI. The director will also be responsible for developing annual budgets for the CLAS team, for presenting that budget to the CLD and for executing budgets, once they are approved by the CLD.

The CLAS Director will be responsible for the research, planning, procurement, development, deployment, support and management of USMAI library application software; and for the integration, implementation, and maintenance of software to provide access and discovery services to scholarly and administrative information. The software development activities encompass all phases of software development lifecycle, including implementation of interfaces to other USMAI software systems.

The CLAS Director recommends policies, procedures, standards and guidelines related to software applications, information management and workflows to the Associate Dean of Information Technology, and to the Council of Library Directors of USMAI. The CLAS Director, under the direction of USMAI leadership and in consultation with library and administrative staff throughout the USMAI, will gather, evaluate and document library users’ needs and consortial software capabilities, requirements, and opportunities. He/she will develop and manage projects and plans to meet the consortium’s long-term and strategic goals.
The incumbent is also expected to initiate, lead and assist in the development of the Library Consortium responses and proposals to identified opportunities, and to manage the work proposed, as directed by the Council of Library Directors of USMAI. The Director will lead and participate in the development of requests for proposals to solicit specification of services and costs from vendors of library systems, software and services, and will lead and participate in negotiations with vendors and in development of contracts. The incumbent will also take an active part in and lead the management of several large-scale contracts with multiple vendors, as approved by the Council of Library Directors of USMAI.

The Director will represent USMAI’s interests in software applications, digital initiatives and on-line information access to committees, task forces and related bodies as required. The director is expected to stay connected with and recommend new partnerships between national, international, commercial, academic and governmental organizations and USMAI. Once approved by the Council of Library Directors, the incumbent may be tasked with development and management of such partnerships.

DUTIES:

- Planning, coordinating, integrating, and managing the implementation and maintenance of library software applications and services to provide scholarly and administrative information and tools that make resources discoverable and accessible through the USMAI consortium libraries (60%)
  - Under the direction of USMAI leadership, define project scope, goals and deliverables that support the goals of USMAI consortium. Develop full-scale project plans and associated communications documents.
  - Evaluate new proposals and work with clients to create requirements documentation for future team projects.
  - Plan, schedule, and monitor project timelines and milestones using appropriate project management tools.
  - Effectively communicate project expectations and progress to team members and USMAI stakeholders in a timely and clear fashion.
  - Develop requests for proposals for library systems, software and services.
  - Negotiate with vendors of library systems, software and services and develop contracts for procuring systems and services from selected vendors.
  - Manage contracts with multiple vendors.

- Leading and supervising professional technical staff (30%)
  - Identify and plan work priorities and assign work to team members as appropriate; streamline workflows; foster collaboration across the team.
  - Coach, mentor, motivate and supervise project team members.
  - In collaboration with employees, develop annual performance goals, monitor progress, and provide guidance and redirection as needed.
  - Encourage, seek and facilitate professional development opportunities for staff; include professional development goals in annual performance reviews.
• Representing the USMAI Library Consortium’s technical interests on campuses and to external organizations (10%)
  o Reach out to USMAI campuses by making visits and maintaining regular communication through status reports.
  o Chair Digital Strategy group of USMAI.
  o Develop and deliver progress reports and presentations to stakeholders as well as to upper management.
  o Explore and recommend new partnerships with other organizations to meet the strategic goals of USMAI library consortium.

• Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
Supervises a team of about 7 members. Responsible for hiring recommendations, annual performance evaluations, and merit reviews.

QUALIFICATIONS:
Demonstrated Abilities:
• Demonstrated initiative and ability to work on multiple projects simultaneously.
• Excellent organizational, analytical, time management and communication (oral and written) skills.
• Demonstrated ability to manage complex budgets that involve multiple organizations and institutions.
• Positive interpersonal skills; ability to work collaboratively in a team environment, with executive management bodies, with multiple stakeholders, and with technical and library staff having widely varied skill sets and technical knowledge.
• Demonstrated knowledge of and ability to identify emerging trends in libraries and relevant technology.
• Flexibility in a changing technological and organizational environment. Ability to adapt to, implement, and manage change in business and in service models.
• Leadership

Education: Master’s Degree in Library Sciences from a program accredited by the American Library Association OR an advanced degree in either information sciences or information management with experience in library management.

Experience Required:
• A minimum of four (4) years of professional experience in information technology services.
• A minimum of two (2) years experience in a managerial role (e.g. project leader).
• Familiarity with library software applications as well as new trends/developments in this field.
● Strong technical background related to the responsibilities of the position.
● Ability to meet promotion and permanent status requirements of the University of Maryland at College Park Libraries as described in APPSC Policy BOR II-1.00: The University of Maryland Policy on Appointment, Promotion and Permanent Status of Library Faculty [http://www.lib.umd.edu/groups/la/APPSC/index.html].

Preferred:
● Experience with commercial and/or open source library software solutions.
● Experience working with commercial vendors on procurement, contract development, and technical support.
● Knowledge of and experience with applying project management principles (PMP certification preferred).
● Experience with or working knowledge of consortial environments and requirements.
● Experience supporting applications running in Unix/Linux and Windows environment(s).
● Experience managing software application development lifecycle.
● Programming and/or database administration experience.
● Experience delivering presentations.
● Demonstrated ability to define a vision for a team and bring it to fruition.