

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Position type (heck one): Faculty X Exempt: _____ Non-Exempt _____ Other _____

FOR LIBRARY HR USE ONLY: Position Number:

Date prepared: 3/31/2022

Division: CSS

Prepared by: Douglas McElrath

Department: Special Collections & University Archives

Reports to: Director, SCUA

Position Title: Associate Director, SCUA

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

NATURE OF WORK:

The collections and services of the University of Maryland Libraries' Special Collections and University Archives (SCUA) are at the heart of the research and teaching mission of the university. Collection strengths include labor history, Maryland history and culture, modern Japanese history, mass media and culture, history of the book, women's history, historic preservation, American and British writers and poets, music and performance studies, and the history of the University. Collection highlights include the National Public Broadcasting Archives, the Library of American Broadcasting, the George Meany Memorial AFL-CIO Archive, the Gordon W. Prange Collection, the Katherine Anne Porter Collection, and the International Piano Archives at Maryland. The SCUA staff is committed to reaching out to the research community at large, facilitating access to these world-class collections that document key aspects of the human experience at the university, local, state, national and international levels.

To help lead this dynamic suite of collections and services, the University of Maryland Libraries seek an experienced and visionary leader as Associate Director of Special Collections and University Archives. The successful candidate for this position will:

- Demonstrate creativity as the operational leader for key functions in SCUA including collections project management, digital project management, oversight of reference and research services, and coordination of facilities and space planning.
- Lead the department in investigating and implementing new technologies and operational tools for managing and providing access to collections.

- In collaboration with the Director of SCUA, create a vision for services in special collections that transcends collection management and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital presentation to online communities, outreach to new audiences, off-campus partnerships, and alliances with the teaching faculty, students, and colleagues on the library faculty.
- Communicate this vision effectively to university and library administrators, stakeholders within the Libraries, researchers, resource allocators, potential collaborators, and the SCUA staff.
- Assist the Director in identifying and allocating resources through donor relations, fundraising, grants, partnerships, budgeting, and flexible staff deployments.
- Reporting to the Director, collaborate closely with SCUA personnel in planning and operations.
- Coordinate ongoing assessment and support strategic planning.

DUTIES AND RESPONSIBILITIES:

- Manage personnel operations for approximately two faculty librarians, three professional staff, as well as contract staff, graduate assistants, hourly student employees, emeriti faculty and volunteers. Ensure completion of annual performance and merit review processes, monitor progress of permanent-status track faculty toward promotion and permanent status, provide staff development opportunities, and promote mentoring.
- Reporting to the Director, SCUA, coordinates planning and assessment processes in department. These include strategic plans, annual plans, individual work plans, budgeting, project prioritization and evaluation. Organizational planning is a critical leadership responsibility for this position.
- Lead functional oversight and planning for new and existing tools, services and programs that improve access to and preservation of collections, with particular emphasis on digital projects, products and services. Develop assessment procedures for measuring effectiveness and evaluating total stewardship costs associated with collections.
- Oversee security and facility issues in R. Lee Hornbake Library in collaboration with other residents of the building and relevant campus departments. Coordinate with relevant staff in Libraries on matters relating to off-site collections.
- Participates in donor stewardship, grant and fundraising initiatives and other outreach efforts in collaboration with the Libraries Development Office, the Director of SCUA, the Libraries administration, SCUA staff, and other relevant University personnel.
- Participates in university and/or library activities and training related to promoting diversity, equity, inclusion, and accessibility.
- Contributes to advancing the University's and the Libraries' goals related to inclusion, diversity, equity, and accessibility

PHYSICAL DEMANDS: Normal office working conditions.

SUPERVISORY RESPONSIBILITIES: Direct or indirect supervision of approximately two faculty librarians, three non-faculty professionals, special project contractual staff, graduate student assistants, hourly student assistants, volunteers, and interns.

QUALIFICATIONS (Knowledge, skills, and abilities):

- Sound knowledge of current trends in the special collections field, including in-depth command of digital issues as they relate to special collections, and experience with a variety of audiovisual formats, as well as print and other analog materials.
- Evidence of potential for success in managing an extensive, multi-faceted library program.
- Evidence of successful coordination of a library program with other units within and external to the library in order to meet departmental and library-wide goals and objectives.
- Demonstrated record of successful fundraising, donor development, and grant writing.
- Evidence of relevant publications, presentations and professional service that is attuned to work in the special collections field.
- Ability to hire, train, supervise, develop, and evaluate staff and to organize their work. Excellent written and oral communication skills and interpersonal skills.

EDUCATION:

Required: Master's degree in Library/Information Science or an advanced degree in a related discipline; evidence of education or training pertaining to special collections in multiple formats, including digital and media.

Preferred: Advanced degree in academic disciplines relevant to major holdings in SCUA.

EXPERIENCE (Be specific, indicated the minimum years of experience and skills needed): Minimum five years of experience working with special collections or archival materials. Minimum three years supervisory experience.

Preferred: Experience in a university or large research institution setting.

Faculty Requirement: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self- directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: <https://www.president.umd.edu/policies/2014-ii-100b.html>.

Employee's Signature _____ Date _____

Print Employee's Name _____

Supervisor's Signature _____ Date _____