

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Check one: Faculty _____ Exempt X Non-Exempt _____ Other _____

FOR LIBRARY HR USE ONLY – Position Number
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Date Prepared: Revised Draft 10/17/22

Division: Libraries

Prepared by: Adriene Lim

Department: Dean’s Office

Reports to: Dean of Libraries

Position Title: Assistant Dean,
Administrative Services

ABOUT THE UNIVERSITY:

Founded in 1856, University of Maryland, College Park, is the state’s flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

ABOUT THE LIBRARIES:

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 was 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:

Reporting to the Dean of Libraries, the Assistant Dean, Administrative Services, serves as a key strategic advisor to the Dean and provides leadership, expertise, and work for the administrative operations of the Libraries, which includes budgetary and financial management, contracts and grants, and human resources. The incumbent uses expert knowledge of University and Libraries' policies and procedures in service to the Libraries' community; and may also serve as the Acting Dean, responsible for responding to the needs of students, faculty, staff and the public, in the absence of the Dean and Associate Deans.

The incumbent serves as a member of the Libraries' senior Administrative Leadership Team (ALT) as well as the Library Management Group (LMG). The position balances strategic and long-term planning with a hands-on, tactical approach to implementation and assessment for the Libraries' Administrative Services Division consisting of 9 total FTE staff and student assistants. The Assistant Dean directly supervises 2.0 FTE exempt employees.

This position provides strategic leadership and oversight for assigned areas in the position's portfolio, but also contributes significant hands-on work related to strategic planning, implementation, and assessment. The position provides leadership as the administrative sponsor for various working groups and committees as needed and participates in appropriate professional development activities to stay current with trends and best practices in academic libraries and administration.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):

Financial Management and Business Services (55%)

- Serves as the senior budget and financial officer for the Libraries.
- In collaboration with and under the direction of the Dean of Libraries and working closely with the Business Services team, provides oversight and management of the fiscal and business services operations of the University Libraries, including planning, development and tracking of budgets and spending plans, cost analysis, resource allocation, and coordinating fiscal activities within the Libraries and with other university departments, to ensure the maximum utilization of university and library financial resources.
- Partners with divisional administrators and managers who process and record financial transactions to ensure timely and accurate financial information, monitor accounts, resolve problems, ensure compliance, and safeguard resources.
- Works closely with the Dean and associate deans on annual operating budget planning process.
- Forecasts and predicts resource requirements for new and existing programs and develops funding strategies.
- Prepares financial reports and works closely with the division of UMD's Administration and Finance to provide financial information and analysis on a regular basis to Library Administration, and on an ad hoc basis to other department heads and managers in the Libraries.
- Reviews and recommends fiscal policies and procedures.
- Participates in the development of grants, review of proposals and project budgets, and submission of applications.

- Ensures compliance with federal, state, and local accounting (GAAP) policies and procedures.
- Works closely with the Dean of Libraries and Assistant Dean/Chief Development Officer to ensure fiscal compliance and fundraising efforts correspond with the Libraries' funding needs.

Library Human Resources (15%)

- Oversees Library Human Resources (LHR) which includes 1.0 FTE director who leads and administers a wide variety of human resources functions, including payroll, talent acquisition, orientation and on-boarding, training, dispute resolution, labor relations, employee recognition and rewards, and providing services related to compensation and benefits administration. In addition to the director, the unit includes 5.0 FTE staff and a varying number of student workers.
- Works closely with University Human Resources and LHR to oversee comprehensive personnel policy processes that address organizational needs and employees' needs and complies with federal and state regulations and university policies and procedures, and ensures that all personnel-related activities are equitably performed.
- Serves as an escalation point of contact when needed for employee (faculty and staff) relations issues within the Libraries.
- In collaboration with the Dean and the Libraries' Administrative Leadership Team (ALT), participates in library-wide or unit reorganizations and workforce planning efforts, including examining and analyzing staffing needs and patterns, and making appropriate recommendations.
- In collaboration with the LHR Director, recommends and monitors faculty and staff salary ranges to promote pay equity.

Supervision (10%)

- Directly supervises 1.0 FTE Director of Human Resources Manager and 1.0 FTE Senior Accountant.

Strategic Planning, Implementation, and Assessment (10%)

- Serves on the Libraries' Administrative Leadership Team and Library Management Group
- Works closely with associate deans, directors, and the Assessment Committee to ensure effective use of resources and efficient operations.
- Contributes to and participates in the Libraries' strategic planning and implementation process.
- Coordinates the collection and reporting of statistics about the Libraries' finances, productivity, and staffing as required by outside agencies and to inform decision-making.
- Performs data analysis to identify trends and compare with peer institutions.
- Leads the production of statistical reports and presentations, and posts relevant information to the Libraries' website.

Other Duties and Activities (10%):

- Engages in shared-governance and/or service activities as appropriate and/or in areas in which the individual is interested in volunteering.
- Participates in library-, consortial- or campus-related task forces, committees, and initiatives, as assigned.

- Provides leadership as the administrative sponsor for various working groups and committees as needed
- Participates in appropriate professional development activities to stay current with trends and best practices in academic libraries and administration.
- Participates in training related to promoting diversity, equity, inclusion, and accessibility, as provided by the University, the Libraries, and/or other recognized higher education or community organizations.
- Contributes to achieving the University's and/or the Libraries' diversity, equity, inclusion, and accessibility goals.
- Contributes to the advancement of the Libraries' mission and strategic directions and to the profession through professional development, which may include service on local and national committees, attendance at conferences, writing papers and articles for refereed and non-refereed publications, and making presentations at regional and national meetings.
- May serve as the Acting Dean, responsible for responding to the needs of students, faculty, staff and the public, in the absence of the Dean and Associate Deans.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

Involves prolonged use of a computer and requires reading of text, etc. on the computer screen.

SUPERVISORY RESPONSIBILITIES:

This individual is responsible for the direct supervision of the following:

- Director, Library Human Resources
- Senior Accountant (to be reclassified as Manager, Business Services)

QUALIFICATIONS (Knowledge, skills, and abilities):

- Extensive knowledge of accounting principles and procedures.
- Extensive knowledge of administrative and personnel policies and procedures.
- Strong analytical, computational, and problem-solving skills.
- Excellent interpersonal and written communication skills.

EDUCATION:

Required: Bachelor's degree required, preferably in accounting, finance, or business-related field.

Preferred: Master's degree in accounting, finance, or business-related field, or advanced degree in higher education, library and information science, or related fields.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required: Minimum seven years of experience in administrative, financial, and managerial work in a high-volume, complex, business, or academic setting, with at least five years of demonstrated supervisory experience.

Preferred: Experience with hands-on financial/budget management and/or human resources management in higher-education or library settings; experience in government accounting and/or purchasing and contracting.

Employee's Signature _____ **Date** _____

Print Employee's Name _____

Supervisor's Signature _____ **Date** _____