POSITION DESCRIPTION TEMPLATE – ASSISTANT/ASSOCIATE UNIVERSITY LIBRARIAN

Position Title: Assistant/Associate University Librarian

Nature and Purpose

*Replace this text with a statement that describes the role of the Assistant/Associate University Librarian within the library. Clearly define the level of administrative responsibility and functions of this position in relation to other units within the library and the role in management of the Library.*

Responsibilities

Administration and/or management of functional area within the library (xx%)

* Responsible for the administration and management of one or more functional areas of library administration and its resources *in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Directs the activities of librarians, other academics, and/or staff *in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Leads the assessment of library services, collections, or collection strategies, and works closely with others to identify, develop, and promote use of scholarly resources
* Leads the planning and development of services, including new standards and technologies
* Acts as a liaison to other campuses, especially UC campuses, the California Digital Library (CDL), and external organizations
* *Additional responsibilities specific to the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Professional Competence, research or scholarly or creative activity (x%)

Appointees must show evidence of professional competence, knowledge and experience in their area of responsibility. Candidates for review should provide evidence of continuing achievement and leadership through participation in professional associations, or research or other scholarly or creative activity.

University and Public Service (x%)

Assistant/Associate University Librarians participate in the administration of the library and the University through appropriate roles in governance and policy formation at the campus, UC systemwide level, or regional, national, and international organizations and initiatives. They may represent the University in both the public and private sectors. Evidence should be provided of an appointee’s commitment to University and public service as well as accomplishments or contributions in these areas.

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