



# California State University, Fresno

## Library Services

Vacancy # 13440

### Director of Library Technology and Collection Management

#### Salary:

The salary is competitive and is negotiable depending on the strength of qualifications. This is a CSU Management Personnel Plan (MPP) position with an attractive benefits package which includes but is not limited to: a vacation accrual rate of 16 hours per month; 12+ paid holidays; excellent choice of medical, dental and vision insurance, long term disability coverage, life insurance; and retirement benefits.

#### Overview:

As the center of campus intellectual discovery, the Henry Madden Library at Fresno State promotes teaching, learning, research, and scholarly communication at the University by integrating the Library with campus student success programs and instruction. One of 23 libraries in the California State University System, the Library holds over 1.2 million volumes, comprising print and electronic monographs and serials, and is a Federal Document Depository. The Library's mission is to inspire excellence in teaching, learning, and scholarly activities.

#### Position Summary:

The Director of Technology Services and Collection Management reports to the Dean of Library Services and serves as a member of the library's senior leadership team which plans library-wide services, facilitates operations, and resolves issues. The Director is primarily responsible for developing strategic directions for managing access to physical and virtual collections and digital services and is responsible for overseeing all aspects of the Technology Services and Collection Management Division including materials in all formats, electronic resources management, collection development and collections budget management, and cataloging in all formats. The Director also leads this division in meeting library and digital scholarship needs and ensuring the continued implementation of technologies that serve teaching and research at Fresno State. The Director also oversees and provides infrastructure support to promote the Fresno State Digital Repository (FSDR) as an integrated tool in scholarly communication and research throughout the University.

As a leader, the Director will foster an environment where strategic and well-informed risk taking is encouraged. As a member of the Library Leadership Team, this person is responsible for library-wide planning and policy making. The incumbent works with other library leaders to shape strategic directions for the Henry Madden Library.

#### Qualifications:

##### EDUCATION

Master of Library Science (MLS) or equivalent from an American Library Association accredited program or international equivalent.

##### EXPERIENCE

- Five (5) years or more of substantial Technical Services/Collections/IT management experience in an academic or research library.
- Five (5) years of progressively responsible management and supervisory experience.
- Experience with successfully developing, managing, and completing large complex projects in a library or similar environment.

##### KNOWLEDGE, SKILLS, ABILITIES

- Ability to oversee technical services, institutional repository, systems experts, and collections management processes in the full range of subjects at Fresno State.
- Professional experience that includes the management of resources and personnel in an academic or research library setting.
- Commitment to representing the library and participating in the development of California State University (CSU) policies and maintenance of the new consortia and local system.
- Demonstrated ability to conduct critical analysis and apply knowledge about: scholarly research and communications; information technologies; and information discovery systems.
- Understanding of digital library preservation and curation concepts, policies, and best practices.

- With colleagues, monitor current standards and explore emerging technologies to more effectively support the organization of and access to library resources.
- Knowledge of budget planning and forecasting and demonstrated ability to prepare and manage annual reports, budgets and planning.
- Demonstrated understanding of scholarly communications issues and new models that are shaping the future of academic publishing.
- Substantial and successful working experience and demonstrated comprehensive knowledge of cataloging standards, tools, and resources (MARC21, RDA, AACR2, FRBR (Functional Requirements for Bibliographic Records) conceptual model, Library of Congress – Program for Cooperative Cataloging Policy Statements (LC-PCC-PSs), Bibframe, Linked Data, Library of Congress Classification System, ClassWeb, Library of Congress Subject Headings, Cataloger’s Desktop, and MARC Edit.)
- Demonstrated knowledge of and experience in working with other (non-MARC) metadata schema (e.g., Dublin Core, EAD, TEI, MODS, and METS.)
- Demonstrated knowledge of authority control and its role in current (MARC21) library catalogs and institutional repositories with vision of its future role with the Linked Data environment of the Semantic Web.
- Demonstrated successful experience of managing workflow of at least one area of Technical Services, such as acquisitions, monographic cataloging or serials cataloging, or electronic resources management.
- Ability to coordinate projects for non-MARC metadata from our digital collections and establish and document relevant policies and procedures to ensure efficient workflows for all library content.
- Knowledge of current issues and trends in collection strategies, collection management, copyright, and preservation facing academic and research libraries.
- Excellent interpersonal and communication skills (oral and written).
- Strong decision-making skills and the ability to work under pressure.
- Proven expertise with current technologies, platforms, and products that support library information technology.
- Commitment to fostering a diverse workplace, building a diverse workforce, and supporting staff professional development at all levels.

### **Preferred Qualifications**

- Successful experience supervising librarians.
  - Experience leading initiatives in resource description at a library-wide, system-wide, or regional level.
  - Experience preparing statistics and reports to help administrators and groups make data-informed decisions.
- Significant experience working in or having a management role in acquisitions and/or cataloging.
- Experience working with electronic resources management systems (ERMS)
- Successful experience in assessment and evaluation of research libraries’ collections
- Experience assessing and negotiating licenses for online resources.
- Experience working with general and specialized vendors, publishers, and approval plans.
- Experience working in a collective bargaining environment.
- Experience working with Alma.

### **Filing Deadline:**

Applications received by March 22, 2018 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

### **Application Procedures:**

Individuals interested in being considered for this position should submit an on-line application and attach the following supporting documents: 1) resume, 2) letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

### **How To Apply:**

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

### **Other Requirements:**

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

California State University, Fresno, in conjunction with the CSU policy, requires that the successful candidate complete a full background check (including a criminal records check) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site:

<http://www.fresnostate.edu/adminserv/police/clery/index.html>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <https://www.calstate.edu/eo/EO-1083-rev-7-21-17.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Fresno State is a tobacco-free, smoke-free and vapor-free campus.

#### **Other Applicant Information:**

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

This is a full-time management position covered by the California State University Management Personnel Plan. Under this plan, employees are subject to management reviews and serve at the pleasure of the University President of that campus.

#### **Equal Employment Opportunity:**

California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

#### **General Information:**

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 24,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.