**University of Richmond**

**Director, Bibliographic and Digital Services**

The University of Richmond’s Boatwright Memorial Library is an energetic organization determined to meaningfully engage our community and our world. As a service-focused institution, the library recognizes its role as a steward of knowledge, and seeks to inspire growth, to cultivate diversity, and to foster joy in lifelong learning among its community of users. In order to achieve these goals, the library strives to recruit individuals with an ideal mix of creativity, determination, and integrity to sustain meaningful collaborations and develop high-impact programs in a rapidly changing environment.

Boatwright Memorial Library at the University of Richmond invites applications for the position of Director of Bibliographic and Digital Services (BDS). The successful candidate will contribute strong leadership and supervisory skills, backed by creativity, resourcefulness, and enthusiasm, to a diverse team of talented professionals who excel at the work they do and are dedicated to the community they serve. The director guides the division through strategic planning, evaluation, implementation, and coordination of the activities and services provided by the five BDS departments (Acquisitions, Cataloging and Metadata Services, Digital Library Services, Electronic Resources, and Library Systems). Our organization values innovation and seeks an individual who will continue to inspire and motivate the division in providing the library and its users with innovative information acquisition, description, and bibliographic control services. These critical services strengthen the visibility and accessibility of the library’s thriving physical, licensed, and digital collections. This full-time position reports to the University Librarian, supervises five department heads, and leads a division of ten additional staff members.

**Primary Responsibilities:**

* Provides strategic vision and leadership in the design and development of a comprehensive, progressive approach to making library collections accessible, regardless of content and library management applications
* Maintains and assesses procedures for the acquisition, description, and dissemination of all print, media, and online materials managed by the library
* Reviews and modifies the organization and workflows of BDS as needed to ensure efficient, cost-effective, quality services
* Develops effective, collaborative, interdepartmental teams and prioritizes projects based on their feasibility, use of resources, and institutional impact
* Contributes to initiatives supporting integration, exposure, and delivery of all University library collections, including content for the institutional repository

**Qualifications:**

* Master’s degree in library or information science from a program fully accredited by the American Library Association
* Five years of increasing professional responsibility in at least one of BDS’s five principle functions (acquisitions, cataloging and metadata creation, digital library services, electronic resource management, library systems)
* Demonstrated ability to lead and manage diverse staff and successful projects, as well as the ability to set departmental and work priorities
* Demonstrated ability to communicate clearly, both orally and in writing
* Outstanding people, project, process management skills
* Thorough knowledge of practices, trends, and future opportunities in the acquisition, description, and discovery of information resources
* Thorough knowledge of current and emerging standards for bibliographic description, trends in information storage, organization, and retrieval of online information, and data transfer and integration

With a metropolitan population of approximately one million, Richmond is home to a dynamic biotech research center, a highly respected teaching hospital, a Federal Reserve Bank, five Fortune 500 companies, a host of federal and state agencies, and two of the nation’s top 100 law firms. Comfortably situated less than two hours’ drive from numerous scenic destinations – from the Atlantic Ocean and Chesapeake Bay to the Blue Ridge Mountains, Shenandoah National Park, and New River Gorge – the area offers an array of outdoor recreational activities. Richmond itself is the only city in the United States with a Class IV rapids running through its center.

The University of Richmond offers students an extraordinary combination of traditional strengths in the liberal arts with law, business, leadership studies, and continuing education, and has been recognized in recent years as one of the best liberal arts colleges in the United States. In 2011, *U.S. News and World Report* ranked the University 27th nationally among liberal arts colleges and in the top 10 in the categories of “best value” and “up and coming” institutions that focus on innovation. The Carnegie Foundation for the Advancement of Teaching has recognized Richmond for its “dynamic and noteworthy community engagement,” while *Newsweek* has named Richmond one of the "25 Hottest Schools in America." Nestled among 100-year-old pines, rolling hills, and inspiring architecture surrounding a 10-acre lake, the University is consistently cited by *The Princeton Review* as one of the most beautiful campuses in the nation.

**To Apply:** Visit [www.urjobs.org](http://www.urjobs.org) to view the complete job description and apply.

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