



Position Announcement for

Associate Dean for Academic Services, University Library

Sacramento State is located in the heart of Northern California, one of the most beautiful, diverse and rapidly growing areas in the country. The 300-acre campus, just five miles from the State Capitol, is situated along the American River parkway that offers miles of trails and recreational access to the city's two rivers, Folsom Lake and the historic Sacramento riverfront. Growth in the region has provided significant opportunities for faculty research and engagement with civic and business organizations as well as extensive research and internship opportunities for the University's approximately 27,500 students. The University, where quality teaching is a top priority, offers instruction leading toward the bachelor's degree in 58 disciplines, the master's degree in 41 disciplines, two independent doctoral degrees and one joint doctoral degree, and houses numerous research and community service centers.

Sacramento is a high-growth metropolitan area with a very diverse population of approximately 2 million. As California's capital, Sacramento is an advantageous setting for premier academic programs. As a major metropolitan university, Sacramento State is committed to providing leadership in addressing significant regional needs and to enriching its liberal arts tradition. The proximity of Sacramento State to the California legislature and other agencies of state and federal government provides unparalleled opportunities for faculty and students to participate in public service through policy research internship, and employment.

HIRING DEPARTMENT

As the center of campus intellectual discovery, the University Library promotes teaching, learning, research, and scholarly communication at the University by integrating the Library with campus student success programs and instruction. One of twenty-three libraries in the California State University System, the Library holds over 1.4 million volumes, comprised of 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.

The University Library is undergoing rapid transformation with new leadership, a forward-thinking vision, and a deep commitment to improving the campus learning environment.

POSITION SUMMARY

The Associate Dean of the Library reports to the Dean of the University Library, and serves as deputy to the Dean, assuming responsibility for the Library in the Dean's absence. Represents the Dean at campus and system-wide meetings, as required. Works as part of the Library administrative team to plan Library-wide services, facilitate operations, and resolve issues. Is proactive in the Library's fund-raising and development activities. The Associate Dean is primarily responsible for Academic Services, which includes the following service areas: User Services, Reference & Instruction, the Media Center, and Assessment. Works closely with Library faculty and staff to ensure that the needs of the students and faculty are met. Focuses on how the Library can meet the research and teaching needs of the University. Provides training and context for excellent customer service.

QUALIFICATIONS REQUIRED

Education:

- Master's degree in Library Science, Information Science or relevant professional discipline from an ALA accredited school or equivalent quality if outside the United States

Experience:

- Eight (8) years professional experience in an academic or research library.
- Five (5) years of progressively responsible management and supervisory experience.
- Record of accomplishment sufficient to achieve tenure at the rank of Associate Librarian/Librarian.
- Experience in assessment planning and implementation related to strategic direction of large, complex, and rapidly changing organizations.
- Experience with successfully developing, managing, and completing large, complex projects and programs in a library or similar environment.
- Experience with budget management, facilities and space planning and management in complex organizations.

Knowledge, Skills, Abilities:

- Skills to succeed in a rapidly changing environment and to develop and foster a learning organization.
- Strong management and supervision skills with the ability to motivate, develop, and mentor others.
- Outstanding written and oral communication skills.
- Commitment to fostering a diverse workplace and building a diverse workforce and to supporting professional development for staff at all levels.
- Strong decision-making skills and the ability to work under pressure.
- Ability to view issues from a campus and library-wide perspective.

PREFERRED

- A second advanced academic degree
- Extensive experience in supervising and managing librarians and library staff, including all aspects of performance management.
- Experience participating in fund-raising and/or grant-writing activities
- Demonstrated success fostering innovation in library programs or services
- Demonstrated understanding and experience with faculty liaison programs.
- Experience in consortial and multi-institutional program development.
- Experience working in a collective bargaining environment.

APPLICATION DEADLINE

Applications received by Wednesday, September 9, 2015 by 5pm will be considered in the first review process and will continue until the position is filled.

HOW TO APPLY

Applications are only accepted through the [Sacramento State jobs website](#). External applicants can apply by clicking on the Staff and Management Opportunities at Sacramento State link. Internal applicants can apply by logging on My Sac State. **Job opening ID: 101402**

To ensure consideration, applicants must submit the following materials:

1. Letter of interest
2. Current curriculum vitae/resume
3. Five (5) references who can speak to a broad range of candidate's professional qualifications (include name, email address, and telephone number)

For questions regarding this search, contact:
Nikki Parker, Human Resources Analyst
nikki.parker@csus.edu
(916) 278-5885

For a complete job posting and to apply, please visit the [Sacramento State jobs website](#)
Job Opening ID: 101402

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