

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Assistant Head of Technical Services Librarian

The [University of California, Santa Cruz Library](http://www.ucsc.edu/about/) has an opening for an, innovative, knowledgeable, and service-oriented individual to become the Assistant Head of Technical Services. Assisting the Head of Technical Services, the incumbent will supervise eight FTE support staff involved in the acquisition and cataloging of materials in the full range of formats and a wide variety of languages. The Assistant Head will also participate in the reorganization of a library now experiencing transformative growth and change in California's premier public university system, and leverage technology and staff creativity to address the next generation of library technologies particularly as applied to discovery and access tools, acquisition and cataloging of materials, serials and electronic resources management. Reporting to the Head of Technical Services, the incumbent will assist in researching, recommending, planning and implementing new systems, tools, technologies, procedures and policies across the UCSC Library.

UCSC Librarians are subject to periodic administrative and peer review for merit increase and promotion based upon the following criteria: 1) professional competence and the quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity.

UC Santa Cruz is among the fastest growing of the ten UC campuses, with 15,000 undergraduate and graduate students. The campus is recognized for its outstanding research, combining multidisciplinary scholarship and innovative research with a strong commitment to undergraduate and graduate education. More information about the campus can be found at: <http://www.ucsc.edu/about/>.

The UCSC Library has collections of approximately 1.5 million volumes, more than 31,000 serials, and a staff of 120, serving both the McHenry Library and Science and Engineering Library. Deeply embedded in the Library's culture is a tradition of flexibility and innovation, which has enabled the Library to participate actively in the University's instruction and research programs. The UCSC Library uses the Innovative Interfaces Inc. ILS and adds approximately 35,000 records to the local III and the Melvyl system catalogs each year. UCSC works actively and collaboratively with the other nine UC libraries and the [California Digital Library](http://www.cdlib.org/) to develop and manage shared collections and services available to all UC faculty and students.

RANK: Assistant or Associate Librarian

SALARY: Appointment Salary Range – Assistant Librarian II - Associate Librarian V with an approximate salary range of \$47,087 – \$60,408, commensurate with qualifications and experience

POSITION AVAILABLE: April 1, 2009

Responsibilities: Reporting to the Head of Technical Services, the incumbent will supervise the acquisitions and cataloging staff and contribute to the overall management of the Technical Services functions (acquisitions, cataloging, serials, electronic resources, database and record maintenance, and technical processing).

- Supervise, hire, train, and conduct performance reviews for the acquisitions and cataloging staff.
- Plan, organize, and direct the acquisitions and cataloging workload and workflow. Use expertise and knowledge to implement innovative technological methods and to ensure quality control and best practices.
- Ensure that all information resources in all formats (print, non-print, or electronic) are rapidly and accurately described in the online catalog and other finding tools for enhancing discovery and utilization of resources by users.
- Develop, implement, and maintain departmental policies and procedures for acquisitions and cataloging activities.
- Provide intellectual leadership and monitor trends for emerging issues in metadata, bibliographic control, information organization, and standards.
- Perform complex cataloging and database maintenance at both local and network levels, as well as complex problem resolution involving materials representing a wide variety of formats, languages, subjects and levels of difficulty.
- Participate in planning, integrating, managing, and reporting on the activities of the Technical Services Section as a whole to ensure the achievement of the section goals.
- Work with other UCSC Library staff to develop cost effective and efficient strategies on various acquisitions and cataloging issues.
- Participate in library-wide and system-wide planning and governance.
- Contribute to the advancement of librarianship through some combination of participation in regional and/or national professional organizations, service to the Campus and/or community, and research and other creative activity.

MINIMUM QUALIFICATIONS:

- ALA-accredited MLS or equivalent.
- Professional experience in acquisitions or cataloging areas, preferably in an academic or research library.
- Demonstrated understanding and knowledge of cataloging standards, database management and use of technology in an academic technical service library environment, including but not limited to: OCLC copy and original cataloging, authority records, AACR2R, LCRIs, LC classification, LCSH, MARC21 formats, and cataloging web-based resources.
- Broad understanding of acquisitions or cataloging best practices and activities.
- Excellent leadership and team-building skills with a strong service orientation.
- Effective administrative skills, with evidence of the ability to interpret and apply Library and University policies and procedures, execute Library strategic initiatives within the Technical Services section, and coordinate such work effectively with Library management, and other campus stakeholders.
- Prior successful supervisory experience with the ability to motivate staff and set priorities.
- Demonstrated ability to work in a collaborative environment, build consensus, and promote the exchange of information among project teams, section staff, and library staff members.
- Demonstrated problem solving skills, ability to prioritize assignments and an aptitude for complex, analytical work with attention to detail.
- Excellent oral and written communication skills which demonstrate the ability to convey and explain information effectively and to tactfully deal with diverse people, situations, and ideas.
- Experience with an integrated library system.

PREFERRED QUALIFICATIONS:

- Experience with non-MARC metadata schemas, standards, best practices, and their applications (e.g. Dublin Core, XML, METS, MODS, OAI).
- Experience with a national cooperative cataloging program such as PCC (NACO, BIBCO, or SACO).
- Experience with library acquisitions business practices and vendor relations.
- Demonstrated ability to apply emerging technological solutions to meet user needs.
- Current awareness of national trends and technological developments in one or more technical services areas, including the ability to introduce new ideas and implement changes.
- Experience with scripting languages (e.g. PERL scripts to modify, manage and retrieve library data).
- Working knowledge of at least one modern European language and ability to work with other western languages.
- Advanced proficiency in job-related software applications, e.g. Microsoft Office.
- Contributions to and involvement with the library profession.

General Information:

Professional librarians at UC are academic appointees. They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and a generous benefit program including an excellent retirement system. The University sponsors a variety of group health, dental, vision, and life insurance plans. Relocation assistance is provided. This is a potential career status appointment.

TO APPLY: *Electronic submission of applications is preferred. All materials can be sent to: liboff@library.ucsc.edu.* Applicants should submit a letter of application; and names, addresses, email addresses, and phone numbers of three references who can be contacted.

Alternate mailing address:
Library Administration
4364 McHenry Library
University of California
1156 High Street
Santa Cruz, CA 95064

Please refer to Position #T09-28 in all correspondence.

CLOSING DATE: This position is open until filled. Initial review of applications will begin on **Wednesday, February 18, 2009**. In order to receive full consideration, all materials should arrive by that date.

The University of California, Santa Cruz is an Affirmative Action/Equal Employment Opportunity Employer, committed to excellence through diversity. We strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

Inquiries regarding the University's equal employment opportunity policies may be directed to: Equal Employment Opportunity/Affirmative Action Office at the University of California, Santa Cruz, CA 95064; (831) 459-2686. Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986.

If you need assistance due to a disability please contact the Academic Personnel Office at 499 Clark Kerr Hall (831) 459-4300. This position description is available in alternate formats, which may be requested from Academic Personnel at (831) 459-4300.