DEPARTMENT HEAD, TECHNICAL SERVICES

Position and Responsibilities:

Georgia State University Library seeks a dynamic, knowledgeable leader for its department of Technical Services. The Department Head will play a leadership role in a service-oriented environment, providing direction for all aspects of cataloging, acquisitions, electronic and continuing resources, including strategic planning, budget management, and management of departmental personnel.

Reporting to the Associate Dean for Collections and Technical Services, the Head of Technical Services provides leadership and vision for the department including developing and implementing creative approaches to the work of the department. The head oversees all activities including purchasing, licensing, facilitating access to licensed content, cataloging of materials in all formats and physical processing of materials. Currently, library services are supported by Ex Libris Voyager integrated library system. All University System of Georgia (USG) libraries are migrating to Alma and are now engaged in the planning process with implementation to begin and be completed during fiscal year 2017.

The department head works collaboratively and advances ongoing working relationships with the library's business office, collection development and management, special collections, digital library services and the College of Law Library. The Head has overall responsibility for personnel supervision and resources management within the department which currently consists of two librarians and eight staff.

Environment:

The Georgia State University Library expends a roughly $5 million dollar budget for materials annually. The collection contains approximately 1.5 million volumes plus special and archival collections in a wide range of formats, housed in the University Library – Atlanta Campus and five additional library locations. The Head will operate in an environment of active consortial engagement through the USG and the Association of Southeastern Research Libraries (ASERL). The USG initiative, GALILEO, provides access to electronic resources and other materials for citizens throughout the state of Georgia. The University Library is a member of the Association of Southeastern Research Libraries (ASERL), the Center for Research Libraries (CRL), and the Atlanta Regional Consortium for Higher Education (ARCHE).

The University Library – Atlanta campus provides one of the most attractive, open, and inviting educational facilities in the Southeast. With over 1.4 million visitors in the past year, the library is an integral part of the University community. The library is engaged with the campus community, offering a modern, inviting, and centralized facility supporting both teaching and research with expansive collections and outstanding assistance. Its signature link, a multilevel glass structure that overlooks downtown Atlanta, connects the library's two prominent buildings. The library's newest space, the Collaborative University Research & Visualization Environment (CURVE), brings together students and expert researchers from all disciplines in a shared, hands-on, interactive space.

With its main campus in downtown Atlanta, Georgia State University is one of the country's top urban research universities with an anticipated enrollment in fall 2016 of over 50,000 graduate and undergraduate students across nine colleges, including the recently consolidated Perimeter College. This diverse community offers a unique cultural and intellectual atmosphere, with many opportunities to engage in stimulating activities and events, including college sports, the performing arts, and access to a variety of local restaurants and cultural resources. For additional information about the Georgia State University Library: http://library.gsu.edu.

Required Qualifications:

- ALA-accredited Master's degree in information/library science.
- Minimum five years of successful and increasingly responsible professional experience in cataloging, acquisitions or electronic and continuing resources.
- Experience working in an academic library.
- Knowledge of current practice, research and trends research in cataloging, e-resources and acquisitions.
- Experience with budget planning and expenditure analysis.
- Ability to provide leadership and vision for technical services.
- Experience supervising, mentoring, and training library personnel.
- Strong analytical and problem solving skills.
- Excellent oral and written communication skills and ability to work effectively with culturally diverse library users and colleagues.
- Ability to pass a background check.

Preferred Qualifications:

- Familiarity with best practices and standards for digital collections metadata and digital asset management systems (DAMS).
- Experience supervising faculty librarians.
- Experience working in a consortial environment.
- Record of professional service and scholarly accomplishments.

Condition of Work and Benefits

Forty-hour work week	Retirement plans include: Teachers Retirement System,
Twelve-month assignment	TIAA–CREF, VALIC, & Fidelity
Twenty-one days of vacation	Group health and life insurance
Twelve paid holidays	Social Security
Twelve days sick leave	Optional pre-tax benefits
Faculty rank and status	Support for research and professional activities
Non-Tenure track	

Salary and Rank

$65,000 - $75,000 for 12 months. Salary commensurate with the candidate's education and experience. Appointment at a faculty rank, on a contract renewal basis.

Submit a cover letter addressing the above qualifications; resume; name, address and phone number of three references, including immediate supervisor. Review of materials will begin June 6, 2016 and continue until the position is filled. Send materials to:

Georgia State University
University Library
Attn: Human Resource Officer
100 Decatur Street, SE, Atlanta, GA 30303-3202
(404) 413-2700
liblao@gsu.edu

Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.