



## DEPARTMENT HEAD, TECHNICAL SERVICES (ATLANTA CAMPUS)

### **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, discovery services, cataloging of materials in all formats and physical processing of materials. Currently, library services are supported by the Ex Libris Voyager integrated library system. All University System of Georgia (USG) libraries are migrating to Alma and are now engaged in the implementation process with production expected by the end of fiscal year 2017.

The department head works collaboratively and advances ongoing working relationships with the library's business office, collection development, 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 six million dollar annual budget for materials. 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 location, provides one of the most attractive, open, and inviting educational facilities in the Southeast. With over 1.3 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. CURVE (<http://curve.gsu.edu>) brings together students and expert researchers from all disciplines in a shared, hands-on, interactive space featuring cutting-edge hardware and software for data visualization and analysis. For additional information about the Georgia State University Library, visit <http://library.gsu.edu>.

Georgia State University, an innovative urban public research university, is a national leader in graduating students from widely diverse backgrounds. Georgia State readies students for professional pursuits, educates future leaders and prepares citizens for lifelong learning. Enrolling one of the most diverse student bodies in the nation at its

downtown research campus, vibrant branch campuses, and online, the university provides educational opportunities for more than 50,000 students at the graduate, baccalaureate, associate and certificate levels. For additional information about Georgia State University, visit <http://www.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.
- Awareness of current practice, research and trends in cataloging, e-resources and acquisitions.
- 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:**

- Experience with budget planning and expenditure analysis.
- Experience working in a consortial environment.
- Experience supervising faculty librarians.
- 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 [Assistant/Associate Professor], 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 March 24, 2017 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](mailto:liblao@gsu.edu)*

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