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Developed by:.....
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Approved by:.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Dean, University Libraries
DIVISION: Academic Affairs
REPORTS TO: Provost and Vice President for Academic Affairs
GRADE: 19
SUPERVISES: Faculty and support staff

BASIC FUNCTION:

Responsible for the effective administration of the University Libraries (which include the Kingston Library, CCE Library, and the Pell Marine Science Library); promote their efficiency by every approved means; oversee the effectiveness of instruction and the supervision of library faculty and staff members; work with the University's Development Office to aggressively look for outside funding; recommend to the Provost persons for appointment, dismissal, or other changes in status; and prepare a budget of estimated receipts and expenditures for the academic unit for the ensuing year, and administer the budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide overall management of collection development, public services, technical operations, and archive/special collections.

Propose, initiate and evaluate Library programs and services such as sophisticated library information systems and bibliographic instruction.

Provide liaison with all campus constituencies (faculty, student and staff) with regard to Library support and effectiveness.

Administer the budget and prepare the budget for ensuing years.

Work with the University's Development Office to aggressively look for outside funding.

Review personnel as specified by union contracts, prepare documentation for any request for promotion, tenure or change of status.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in relevant professional associations, especially the RI Library Association, the Higher Education Library and Information Network (HELIN), the New England Library Association, the Council of N.E. State

OTHER DUTIES AND RESPONSIBILITIES (continued):

University Libraries, the Association of College and Research Libraries, and the American Library Association.

Attend and participate in Council of Deans' deliberations and Faculty Senate meetings, and actively participate in administrative, academic and social affairs of the University.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree from an ALA-accredited program and five years of demonstrated leadership and administrative experience in an academic or research library are required; additional advanced degree preferred. The following are required: broad knowledge of information technologies and other advanced on-line library environments; strong planning and analytical skills and thorough understanding of issues facing research libraries; record of professional and scholarly achievement; demonstrated ability to lead state/regional cooperative activities; commitment to fundraising. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, the demonstrated ability to organize, coordinate and supervise support staff, to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to subordinates and others.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.