



Assistant Director of Collections, Systems and Services

Library

POSITION SUMMARY

The Assistant Director of Collections, Systems, and Services (ADCSS) position offers an excellent opportunity for an energetic, service-oriented professional with strong managerial skills and experience to help transform the library into a vibrant, exciting, and user-centered physical and virtual center for teaching, learning, and research. The ADCSS will report to the Senior Director of CSS (SDCSS) and work closely with the other members of the Library Leadership Team (LiLT) – the College Librarian, the Director of Teaching, Learning and Research Support (TLRS), and the Director of Special Collections and College Archives (SCCA). The Assistant Director will supervise 6.8 CSS FTE and be responsible for managing a robust portfolio of scholarly information resources, academic technology systems, and user services to ensure that the Library meets the information and education needs of the College’s faculty, students, staff, and other researchers creatively, efficiently, effectively, and sustainably.

Employing a deep commitment to Diversity, Equity, Inclusivity, and Justice (DEIJ), the ADCSS assists the SDCSS with managing the Library’s materials budget and evaluating and implementing policies, procedures, and best practices that guide the licensing, acquisition, and cataloging of user-centered, scholarly information resources in an integrated, networked environment. The ADCSS will also manage the department’s operational and student assistant budgets. The incumbent will help to ensure the provision of excellent user services within the Library and Academic Commons both physically and virtually. This will involve serving as the point of contact for the building, communicating and collaborating closely with current and future Commons’ residents, and liaising with Facilities and Campus Safety.

The ADCSS will play a key role in implementing and managing building repair, renovation, and improvement projects as well as developing staffing plans for exciting new physical facilities within the Library and Academic Commons that will further the College’s strategic plans and priorities and advance student success and excellence.

ESSENTIAL RESPONSIBILITIES

1. Collections

- Assists the SDCSS with managing the \$1.2M materials budget. Helps to ensure productive vendor relations that benefit the College financially. Pays bills and tracks spending using the integrated Ex Libris Alma LSP and Banner/Argos ledgers.
- Supports the College's deep commitment to equity and justice by assisting the SDCSS with developing diverse and inclusive collections and services and providing equitable access to them.
- Develops and manages efficient and collaborative workflows in technical services. Supervises, trains, and mentors 3 Collections and Systems FTE: The Catalog Data Specialist, the Resource Acquisition Specialist, and the Serials Data and Materials Specialist.

2. Systems

- Serves as an administrator for the Ex Libris Alma/Primo Library Services Platform. Trains and provides advice and support to staff and student assistants in their use of the platform.
- Assists with adopting and implementing new LSP system features and technologies, such as Leganto, Rapido, and Rialto, to improve or enhance user experience.
- Assists the SDCSS with ensuring reliable operation and consistent management of mission-critical Library systems that provide access to scholarly information resources and services.

3. Services

- Develops, organizes, manages, staffs, and evaluates the Library's central Information Desk; analog collection management; circulation and reserves; resource-sharing; tech lending; the Critical Making Studio; and digitization services. Recommends hours and schedules to the Director. Ensures that the Information Desk is staffed appropriately during open hours.
- Supervises 3.8 User Services FTE: Two F/T User Services Specialists and one F/T Resource-Sharing Specialist; two P/T Senior Evening and Weekend Supervisors. Manages occasional casual temporary employees filling in for regular staff. Oversees the department's student assistant staffing program.
- Manages the CSS department's operational and student assistant budgets.
- Working closely with the SDCSS and the Director of SCCA and TLRS, develops and continuously improves policies, procedures, and best practices governing Library access services to students, faculty, staff, users with special needs or disabilities, other members of the Oxy community, visiting researchers, and the broader community.
- Supports and advances a culture of planning and assessment within CSS. Employs and encourages data-driven, evidence-based decision-making within the department.
- Chairs the Library's Emergency Preparedness and Disaster Recovery team.
- Serves as a member of the Communications and Programs Team and the Assessment and Organizational Success Team.
- Leads the CSS exhibits program.
- Assists the SDCSS with communications, including managing web and social media content and producing and disseminating the Library's newsletter.

4. Academic Commons Administration

- Manages the administration of the Academic Commons building that includes the Mary Norton Clapp Library. Serves as an important point of contact for Campus Safety, Facilities, Senior Administration, and residents.
- Facilitates and coordinates collaborative engagement with multiple Academic Commons' residents and external partner stakeholders in planning for new facilities projects, improvements, and renovations.

QUALIFICATIONS

- MLIS from an ALA accredited program or its equivalent in work experience, education, and training.
- Three years of professional experience in collections, systems, or public services in an academic or research library with a focus on improving or enhancing user experience.
- Support for the philosophy and values of an urban, residential, liberal arts college education and determination to strengthen the academic community by employing universal design to develop diverse, inclusive, welcoming, and inviting physical and virtual spaces and inclusive and equitable resources and services.
- Outward-facing, user-centered approach to providing scholarly information resources and public services.
- Energetic, highly motivated, and innovative team leader. A record of being a successful team-builder and team member with a demonstrated commitment to staff engagement and professional development.
- Skills and experience in supervising staff and student assistants in an academic or research library.
- Budgetary experience. Experience of working with an LSP with integrated accounting capabilities.
- Experience with LSP implementation, administration, and interoperability within an academic or research library. Alma/Primo certification strongly preferred.
- Interest in and exposure to developing access to scholarly information resources through open access; open education resources; digital archives; and institutional repositories.
- Experience with collection development and management; technical services; central information services; circulation and reserves; resource sharing; digitization services; tech lending.
- Expertise and experience in assessment within academic or research libraries.
- Excellent listening, spoken, and written communication skills. Ability to interact successfully with students, faculty, staff, researchers, donors, vendors, consortial partners, and community constituencies.

APPLICATION INSTRUCTIONS

Please submit a resume, cover letter, and names and contact information for three references (including a present or former supervisor) to resumes@oxy.edu explaining where you learned of this opportunity, why you are attracted to the job, and how your qualifications meet the requirements of the position.

First consideration will be given to candidates applying by November 21, 2022.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.