

Location: University of Maryland Baltimore - Health Sciences & Human Services Library

Job Title: Assistant Director of Network of the National Library of Medicine (NNLM)

Responsibilities: Under a five-year cooperative agreement (2021 - 2026) with the National Library of Medicine, the HSHSL serves as the headquarters for the NNLM Web Services Office (NWSO). NWSO is responsible for developing and maintaining reliable Web services for NNLM in compliance with the US Department of Health & Human Services information policies. The Assistant Director of NWSO is responsible for leadership and development of NNLM web projects and the infrastructure that supports them. Reporting to the Executive Director of NWSO, the Assistant Director of NWSO provides oversight and leadership of the NWSO staff, including a web developer and a senior web developer. In collaboration with staff and the Executive Director, the Assistant Director of NWSO will support Drupal and Wordpress websites, a Moodle Learning Management System, and several additional related systems. Previous management experience is desirable but not necessary.

Responsibilities: Oversee, plan, and develop the knowledge infrastructure, tools, and digital resources supporting NWSO and the NNLM. Provide day-to-day operational support and track progress for NWSO's ongoing projects. Maintain an open dialog with stakeholders - including NNLM, RMLs, Offices, and Centers - regarding the development of infrastructure and services. Supervise NWSO staff including a Web Developer and a Senior Web Developer, setting goals consistent with NNLM and HSHSL goals and initiatives. Conduct periodic training and feedback sessions for stakeholders for NWSO provided resources and tools. Respond to incoming support requests concerning NNLM technologies and troubleshoot issues. Balance technology needs of the NNLM with available budgets. Identify software to be used by RML, Office, and Center staff and assist them with selection and implementation of appropriate emerging technologies. Coordinate archiving of NNLM data and systems architecture. Oversee NNLM Web Working Group. In collaboration with the NWSO Executive Director, provide strategic direction for NWSO initiatives. Professional participation through presentations or publications regarding innovative library applications for practice or programs in health sciences libraries.

Requirements: Master of Library Science from an ALA-accredited program or equivalent advanced degree; Minimum of 3 years of progressively responsible library experience. Strong service orientation and ability to work effectively with colleagues, health professionals, and consumers in a diverse, multi-cultural community; Experience working in technology support and/or development; Good communication (public speaking and writing) and interpersonal skills. Familiarity and experience working with Content Management Systems such as Drupal; Familiarity with Learning Management Systems such as Moodle

Preferred: Ability to develop, articulate, and advocate a vision for applications and knowledge-based systems and the resources needed to support them in a team setting. Demonstrated project management experience. Experience developing and supporting database driven applications; Experience managing and developing staff. Demonstrated teaching and training experience. Knowledge of technology applications and trends in health sciences libraries. Comfort with change and experience in change management.

Salary Range: Minimum Salary: \$80,000, commensurate with experience

Application Process: Review of applications begins immediately and continues until the position is filled. Include the following documents as part of the application package: A resume or curriculum vitae; Three references with the names, professional titles, relationships to applicant, and contact information,

including email; A cover letter that describes applicant's interest in the position. The cover letter should also include a maximum 100 word statement describing their experience and commitment to equity, diversity, and inclusion and how they would further the Library and UMB's diversity values; applicants who have not yet had the opportunity for such experience should note how their work will further the Library and UMB's commitment to diversity.

On a separate page, a signed/dated affidavit stating, "I verify that my CV is current and accurate" - this does not need to be notarized.

For more information, visit our website

at <http://www.hshsl.umaryland.edu/general/about/employment/> or email jobs@hshsl.umaryland.edu.

Special Requests:

Closing Date: N/A