Location: Health Sciences and Human Services Library

Job Title: Head, Resource Development and Sharing

Responsibilities: <u>Resource Sharing</u>: Oversees the ILL staff including hiring, training, staff development, and performance assessment; Sets, modifies and enforces policies, procedures based on laws/guidelines, needs, and fairness; Leads the team to create and follow best practices; Evaluates and trials new methods, technologies, and products; Fosters a learning, collaborative, and caring environment; Stays current with technology and practices relating to the field; Maintains high service standards and measures performance using data and surveys; Participates in USMAI (University System of Maryland and Affiliated Institutions) committees and task groups when appropriate;
<u>Resource Development</u> (UMB Digital Archive and UMB Data Catalog): Sets vision and strategies for short and long-term development; Implements and oversees all aspects of development and maintenance; Oversees content organization, presentation, digitization, and accessibility; Actively solicits content from various organizations on campus; Collects and evaluates datasets for cataloging from researchers and public repositories; Ensures copyright laws and open access policies are followed; Works with Metadata Management Department in metadata design and creation; Evaluates usage through data analysis and surveys ; Promotes services to the UMB community

Requirements: MLS/MLIS from an ALA-accredited institution; Minimum of two years supervisory experience; Strong visionary leadership in the areas of responsibility; A mindset to seek continuous innovation as well as hands-on implementation skills; Ability to mentor and motivate others in a multi-task environment; Ability to establish priorities, meet deadlines; Strong analytical and problem-solving skills; Ability to work independently and as part of a team; Excellent customer service skills; Excellent interpersonal and communication skills; Strong project management skills; Ability to prepare and present clear, concise statistical and narrative reports
<u>Preferred</u>: Supervisory experience in an interlibrary loan/document delivery unit in an academic, research or special library; Minimum three years of post-MLS/MLIS professional library experience; Experience in all aspects of the development and management of a library or institutional repository; Technical knowledge in use of library technology and standard desktop applications; Experience with metadata design and creation

Salary Range: $65,000 minimum, commensurate with experience

Application Process: Review of applications begins immediately and continues until the position is filled. Interested candidates please apply for this position through Taleo:
https://umb.taleo.net/careersection/jobdetail.ftl?job=2200013J&lang=en
Include the following documents as part of the application package: 1. A resume or curriculum vitae; 2. Three references with the names, professional titles, relationships to applicant, and contact information, including email; 3. 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. 4. 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.

Special Requests: For best consideration apply by August 19