Location: University of Maryland Libraries

Job Title: Head, Continuing Resources and Database Management

Vacancy Number: 102817

Responsibilities: Departmental Production and Personnel Management (80%); Workflow Management (40%).
Develops and implements policies, standards, goals, and procedures to improve workflows continuously. Assesses department resources and needs and recommends adjustments. Compiles and analyzes data for collection development librarians and the Library administration to support data-driven decision making. Collaborates with other divisions, department heads, and colleagues to improve service. Resolves complex problems and applies knowledge of current issues and trends in continuing resource management, discovery, and the publishing industry to improve services. Ensures that all continuing resources orders, renewals, and cancellations are processed correctly and in a timely manner. Responsible for the accuracy and integrity of the acquisitions management information system concerning continuing resources data. Personnel Management (40%); Supervises a team responsible for managing the lifecycle processes for electronic resources. These responsibilities include tracking administrative metadata necessary for e-resource management, troubleshooting access problems, renewal/cancellation activities, assisting with license interpretation, and maintaining holdings in link resolver knowledge bases, e-resource management tools, and discovery services. Supervises librarian who performs original and complex copy cataloging of continuing resources in various formats and languages. Oversees print serials management, including placing orders, receiving issues, initiating claims, maintaining holdings in the local catalog, and renewing/canceling subscriptions. Supervises a team that maintains and enhances bibliographic, item, holdings, and other records for various material formats in inventory and bibliographic management systems and manages the processes for updating, withdrawing, and transferring physical materials (with the exception of government document collections). Performs performance reviews and development, discipline, etc. Determines performance deficiencies and designs interventions. Evaluates training needs and assists staff in acquiring the skills, knowledge, and competencies needed to improve job performance. Service and Scholarship (20%); Serves on Library, University and consortia committees and task groups as needed. Participates in Library and Divisional organizational activities, professional service at national and regional library associations/groups, and engages in scholarly/creative activities. Maintains knowledge of trends in continuing resource management and library automation through participation in regional and national meetings and listservs. Performs other duties, as assigned.

Requirements: Must have a thorough knowledge of serials and acquisitions practices, including knowledge of basic cataloging and bibliographic principles for serials, knowledge of serial/electronic resource management issues and emerging trends and knowledge of publishing trends, book and subscription trade. Must have the ability to manage projects and a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Demonstrated ability to communicate clearly, both orally and in writing. Demonstrated ability to solve problems analytically, and to work collaboratively in diverse environments in order to achieve goals. Must possess a strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions.
EDUCATION: Required Masters degree in Library or Information Science from a graduate program accredited by the American Library Association or equivalent professional degree; Preferred Second graduate degree
EXPERIENCE: Required Three or more years of serials or acquisitions experience in an academic or research library, at least one of which was spent as a professional librarian. Experience with automated acquisitions systems and automated library systems in an academic research library. Experience with project and data management, familiarity with Excel spreadsheets and project management tools. Experience with electronic resources management, including troubleshooting access problems.

Salary Range: dependent on ranking

Application Process: https://ejobs.umd.edu/postings/75651
Special Requests:
Closing Date: 03/13/2020