

Head, Information Resources Management Librarian III or IV

[UMass Amherst](#), the flagship campus of the University of Massachusetts system, sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, 90 miles from Boston and 175 miles from New York City. The campus provides a rich cultural environment in a rural setting close to major urban centers.

As a gateway to knowledge, the [UMass Amherst Libraries](#) are key partners in teaching, learning, and research at UMass Amherst and in the Commonwealth of Massachusetts. Supporting freedom of inquiry, the Libraries foster a diverse and inclusive environment in which to engage with ideas and acquire the critical skills necessary for lifelong learning.

The [UMass Amherst Libraries](#) seek a dynamic and innovative Head, Information Resources Management to provide innovative leadership and strategic direction for the Information Resource Management department. Oversee the following departmental functions: comprehensive acquisition and ingestion of scholarly materials in all formats, comprehensive metadata services, collections assessment, and discovery & resource management systems. In collaboration with the Associate Dean for Content & Discovery, actively manage the Libraries' annual collections investments of over \$8 million dollars. Provide leadership in implementing new resource management systems, including the FOLIO Library Services Platform, as well as content management strategies including evolving digital strategies. Formulate departmental goals and objectives and ensure they support the mission and goals of the Library and the University.

Example of Duties:

1. Provide leadership and strategic direction for the Information Resource Management department
2. In collaboration with the Associate Dean for Content & Discovery, actively manage the Libraries' annual collections expenditures of over \$8 million dollars, successfully staying on-budget and on-time.
3. Lead initiatives that advance resource managements systems, including implementation of the FOLIO Library Services Platform.
4. Lead initiatives that transform collections strategies to include evolving digital strategies.
5. Align departmental planning, priorities, goals, objectives and services with strategic initiatives of the Libraries and the University.
6. Develop departmental metrics for success and analyze trends to continually evaluate services and their impact.
7. Establish regular reporting mechanisms to communicate effectiveness of departmental activities to administration and other stakeholders.
8. Demonstrate ability to lead a diverse staff and foster collegiality, to mentor and develop talent, to foster and manage change and innovation, and to engage staff in collaborative strategic planning and delivery of user-centered services.
9. Effectively delegate, empowering staff to make independent decisions at appropriate operational levels, holding staff accountable for successful completion of assignments, establishing workloads and procedures, providing guidance and direction, monitoring and evaluating performance, and coaching and counseling as needed.
10. Use data and assessment techniques to support evidence-based decisions around resources, services, spaces and programs, and the user experience.
11. Formulate, revise, and implement policies and procedures in response to evolving operational needs. Interpret such policies and procedures for students, faculty and staff as necessary.
12. Work creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the UMass Amherst Libraries and the campus.
13. Participate in library-wide planning and governance, work in a shared decision making environment, and serve as a member of the Library's Senior Management Group and other library committees and working groups. Represent the Library at appropriate campus committees, selected professional meetings and conferences as

required.

14. Maintain current knowledge of evolving trends and best practices as they relate to collections strategies and services. Attend professional development activities as assigned or required to meet departmental goals and objectives.
15. Perform other related duties as assigned or required to meet department and university goals and objectives.

Required Qualifications:

1. Master's degree in library science – or equivalent degree – from a program accredited by the American Library Association, or its appropriate equivalent in librarianship from another country, or have appropriate equivalent experience:
2. Minimum of five years of successful supervisory, management, and leadership experience in an academic library, along with the ability to articulate vision, set direction, and accomplish initiatives in a rapidly changing environment.
3. Budget management experience, preferably in a large academic research library.
4. Demonstrated experience with a minimum of two of the following areas: acquisitions, electronic resource management, cataloging/metadata, discovery, resource management systems.
5. Knowledge of best practices, issues, and national trends in technical services, discovery and resource management systems, collections assessment and collections strategies in academic libraries.
6. Demonstrated understanding of changes impacting academic research libraries.
7. Excellent organizational skills and effectiveness in balancing multiple assignments and projects.
8. Excellent interpersonal skills with the ability to work successfully in an intensely collaborative environment with a broad range of people from culturally diverse backgrounds including colleagues, administrators, students, faculty, donors, and alumni.
9. Experience facilitating groups.
10. Demonstrated strong service orientation and skills.
11. Demonstrated organizational ability, initiative, flexibility, and ability to work independently and collaboratively to achieve Library and university strategic goals.
12. Demonstrated ability to use data and assessment techniques to support evidence-based changes to services or programs.
13. Ability to motivate, establish priorities, and meet deadlines.
14. Ability to set departmental goals, develop metrics for success, analyze trends and initiate, develop, and assess innovative services.
15. Excellent interpersonal, analytical, written, and oral communication skills
16. Professionally active in the field.
17. Commitment to professional development.
18. Understands responsibilities with respect to conflicts of interest and behaves in ways consistent with both law and with university policy.
19. Understands and contributes to implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that is supportive of diversity.

RANK AND SALARY COMMENSURATE WITH SKILLS AND EXPERIENCE

Librarian III salary floor is \$68,500

Librarian IV salary floor is \$77,900

Application Instructions:

Apply online at <http://careers.umass.edu/amherst/en-us/job/496023/head-information-resources-management>

and submit a letter of application, resume, diversity statement and contact information (phone and email) for three professional references by November 16, 2018 for consideration.

The University of Massachusetts Amherst is strongly committed to excellence and actively supports cultural diversity. As part of a commitment to its own multicultural community, the Libraries seek an individual with a demonstrated commitment to diversity and one who will understand and embrace University initiatives and

aspirations. The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members.