Overview of Position

The Library of the University of California, Davis, seeks a forward-looking, collaborative, and service-oriented Head of Collection Strategies. The position reports to the Associate University Librarian for Scholarly Resources and provides leadership in the broad area of collection strategy, directly supervises a small team of academic and non-academic personnel, and cultivates a culture of assessment for a broader concept of library collections that includes research data and born-digital resources and advocacy for the open access movement.

In addition, the position serves as the library’s primary contact with the California Digital Library, vendors and publishers, and library personnel regarding discovery and access issues associated with the library’s licensed electronic resources.

UC Davis and UC Davis Library

The University of California, Davis is a global community of individuals united to better humanity and our natural world while seeking solutions to some of our most pressing challenges. Located near Sacramento, California’s capital, UC Davis has more than 38,000 students, the full-time equivalent of 4,100 faculty and other academics and researchers, and 17,400 other personnel. The university has an annual research budget of over $785 million, includes a major academic health system, and over two dozen specialized research centers. Recognized as one of the top 10 public universities in the US and the number one university in the world for agricultural research and veterinary medicine, UC Davis offers interdisciplinary graduate study and more than 100 undergraduate majors in four colleges - Agricultural and Environmental Sciences, Biological Sciences, Engineering, and Letters and Science. It also houses six professional schools - Education, Law, Management, Medicine, Veterinary Medicine, and Nursing.

The UC Davis Library is ranked among the top academic research libraries in North America, and belongs to the Association of Research Libraries and other organizations that position it to collaborate with other top organizations. The library recently migrated to a new resource management system, Ex Libris’s Alma, and uses Primo as its discovery system. The library has
been actively involved in linked data activities and is planning the transition of its bibliographic data and library operations from MARC to linked data. In addition, the Library is a PCC (Program for Cooperative Cataloging) member and participates in CONSER, NACO and SACO programs.

The Collection Strategies Department is responsible for managing all information resources collected by the Library. In addition to the Head, the department comprises two librarians and two analysts.

**Position Responsibilities**

Under the general supervision of the Associate University Librarian for Scholarly Resources, the incumbent:

- Provides leadership for Collection Development, Management, and Assessment:
  - Oversees budget allocations and expenditures for the approximately $10M acquisitions budget and ensures effective and timely use of funds to build sustainable library collections, invest in open access initiatives, and participate in content-related memberships, etc.
  - In conjunction with the Associate University Librarian for Scholarly Resources, develops Collection Strategies policies and practices concerning collection development, collection assessment, collection management, and the regional library storage facility.
  - Negotiates licensing terms and agreements for resources with publishers and other UC libraries.
  - Provides leadership for all collection development activities including assessment, selection, and deselection of resources in all formats and all subject areas, and for all library collections including archives and special collections.
  - Acts as Chair of the Collection Strategies Network, a cross-library group which serves as the principal advisory body regarding issues around library collections. Responsible for managing group; setting agenda for meetings; influencing discussion and design of policies and best practices; and leading exploration, discussion, and resolution of all shared issues.
  - Coordinates collection development and collection management activities of all library employees.
  - Fosters a creative and innovative approach to the implementation of strategic change.
  - Ensures regular reviews of best practices and undertakes continuous improvement and innovation of user-centric collections.
  - Evaluates inquiries about gifts-in-kind for library collections.
  - Represents UC Davis in cooperative collection development programs with other UC Libraries. Contributes to decision-making for UC-wide licensed resources.
Builds and promotes library-wide collaborations that meet collection needs through engagement with colleagues across the UC Davis Library, the UC system, and other major research institutions.

Maintains familiarity with day-to-day library operations and understands how Collection Strategies interacts with other units.

Mentors library employees in collection development best practices as appropriate.

Provides evaluative feedback on the performance of employees in other units with respect to collection development and/or management activities.

Builds and oversees a comprehensive assessment program to evaluate print and electronic resources as well as provide disciplinary collection assessment, statistical analysis, and reports.

Participates in the overall management of the physical collections, including coordination of deselection and other collection management projects.

Provides input and recommendations to manage physical collections in context of UC Shared Print Initiatives and other regional and national consortia.

Cultivates a strong collaborative relationship with all library units that build and maintain digital and tangible collections.

Maintains an awareness of the trends and issues affecting collection management and development.

• Leads and manages Collection Strategies:
  • Is responsible for budget, personnel administration, purchasing, expenditure control, and other services which support the functions of the department.
  • Leads recruitment of Collection Strategies positions and recommends candidates to be hired.
  • Determines and communicates formal reviews and performance evaluations for personnel; recommends appropriate corrective action for disciplinary issues; and resolves complaints and grievances of subordinate employees.
  • Is responsible for directing the work, training, and staff development of others.
  • Defines positions, and determines methods, techniques, systems, and materials required to support user needs.
  • Leads employees through review and identification of discrete work processes, change management, and initiatives that enhance the effectiveness of Collection Strategies.
  • Fosters an environment that promotes accountability, high performance, employee engagement and diversity through a sense of purpose and spirit of cooperation; sets standards of excellence that inspire and motivate.
  • Understands and complies with UC Policies and Procedures, UC Personnel Policies for Staff Members, Academic Personnel Manual, and bargaining unit contracts for personnel actions.
  • Under the direction of the Associate University Librarian and in consultation with Library Human Resources, understands and supports the UCD Affirmative Action Program. Establishes and maintains a bias-free work environment.

• Represents UC Davis in regional, national, and international associations.
• Utilizes professional participation and contacts to influence and advocate for standards used in the library’s work.

**Required Qualifications for the Position**

• Graduate degree in library science from an ALA-accredited institution or equivalent.
• Strong organizational operations experience to effectively run a department, including a minimum of two years as a supervisor.
• Minimum of five years of experience in selecting library materials.
• Demonstrated experience managing complex budgets and in financial planning and analysis.
• Demonstrated ability to plan, coordinate, and manage projects.
• Demonstrated experience with collection analysis and assessment of print and electronic resources.
• Working knowledge of changing practices and business models for scholarly communication, especially open access models.
• Excellent interpersonal, analytical, organizational, problem-solving, time management, and communication skills
• Experience working effectively and collaboratively with a variety of employees and stakeholders in a complex, dynamic, multicultural, and service-oriented environment, and in leading and motivating personnel.
• Experience designing and managing multiple projects that serve a range of users and clients.
• Ability to respond effectively to changing needs and priorities by strategizing, prioritizing, and taking a flexible approach to a rapidly changing environment.
• Demonstrated ability to work independently within the framework of an organization’s policies and goals.
• Strong service orientation and interest in anticipating and supporting information users’ values and needs.
• Ability to meet the University of California criteria for advancement and promotion within librarian series

**Preferred Qualifications for the Position**

• At least five years of significant program or departmental management experience in an academic library or related academic setting involving collection development, collection management, technical services or related functional responsibility.
• Knowledge of planning, designing, and implementing innovative practices and tools to improve collection development and maintenance.
• Demonstrated ability to apply metrics and other evaluation criteria to support data driven and evidence-based collection development.
• Demonstrated ability to work collaboratively on collection building and management in a rapidly changing information environment.
• Experience serving as a liaison between an academic library and academic programs and/or departments.
• Experience with Ex Libris’s products such as Alma and Primo.
• Proficiency with spreadsheets or other data analysis platforms and tools.
• Experience developing and managing collections within a library consortium.
• Experience coordinating the work of librarians and other personnel.
• Progressively responsible management or supervisory experience of professional staff in an academic library or in higher education.
• Experience negotiating with publishers and vendors.
• Functional knowledge of contract and license negotiations.
• Knowledge of consortia and other collaborative resource sharing initiatives.
• Experience developing business and assessment plans for new services.
• Knowledge of intellectual property as it applies to libraries.
• Experience working and supervising in a union environment.
• Record of accomplishment in research, scholarship, or creative activity and/or teaching consonant with an academic appointment.

**Salary and Benefits**

Salary: Associate Librarian to Librarian $64,395 to $123,327 (Appointment rank and salary based on qualifications and experience.)

This position is not covered by a collective bargaining agreement.

**Benefits:** The University of California is one of the largest employers in California, and offers outstanding health and retirement benefits to its employees and their families. Librarians are academic appointees and earn 24 days of vacation and 12 days of sick leave per year. In addition, there are 13 university holidays.


**Application Information**

Applications must be submitted via the UC Davis RECRUIT website: https://recruit.ucdavis.edu/apply/JPF02383

Please include a letter of interest addressing qualifications and experience related to the position, a Curriculum Vitae, and names and contact information for at least four references.

Applicants are also encouraged to complete the optional Statement of Contributions to Diversity. Please visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for information about why diversity statements are requested and guidelines for writing a diversity statement.
Candidates applying by September 10, 2018 will receive first consideration. The position will remain open until filled.

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

The University of California is an affirmative action/equal opportunity employer.

UC Davis is a smoke- and tobacco-free campus effective January 1, 2014.