POSITION SUMMARY
A knowledgeable, experienced, innovative information professional will lead the ILL & Acquisitions Services Unit (ILLAS) of the Resource Acquisitions and Discovery Program (RAD) through the changing environment of acquisitions and ILL librarianship, specifically developing a new support area of collection assessment for the Hesburgh Libraries of Notre Dame. The Head will position unit members to meet the challenges of new systems and technologies by effectively introducing collection assessment skills and expanding existing traditional acquisitions and ILL skills for use in the unit's evolving operations and services.

Reporting to the Program Director (RAD) in the Digital Access, Resources, and Information Technology Division, this position is responsible for developing and implementing an infrastructure of systems and services for data collection, research, analysis, and reporting that may inform decision making or may be utilized further by key stakeholders concerned with library content strategy, such as the Program Director for Content Strategies and Subject Services, library administrators and individual subject specialists.

The Head provides overall management of services related to print and electronic purchasing and interlibrary loan borrowing, managing five direct reports, one being a supervisor for the ordering/borrowing team made up of seven staff. This position also assesses tools, systems, workflow, and creatively organizes the unit in light of emerging needs and technologies and works with the unit members to set unit goals and direction in collaboration with library and university stakeholders.

PRIMARY RESPONSIBILITIES AND DUTIES
- Sets clear goals and objectives for the members of the unit that align with the Libraries’ strategic objectives and goals of the Program and Division.
- Works collegially and responsively with RAD Program Director and unit managers, and with stakeholders in other programs to insure effective workflow for collection assessment, acquisition and borrowing of library resources in all formats.
- Prioritizes and manages multiple data and reporting requests, including ad hoc and scheduled work, working closely with the Project Management Office, as needed.
- Encourages continuous learning and self-development among all levels of staff.
- Insures unit documentation of procedures and workflows.
- Leads the development of the Libraries’ collection metrics.
- Coordinates management reporting about library collections, including presentation and communication documents.
- Understands Libraries’ priorities and objectives in order to connect collection data to other library and university data to tell an effective story.
- Proposes methodologies and tools to increase collection assessment reporting capabilities, efficiency and robustness.
- Monitors trends and best practices related to the position.
EXPERIENCE AND QUALIFICATIONS
Minimum qualifications:

- MLS degree from an ALA-accredited program or non-U.S. equivalent and supervisory experience
- Experience required developing data and statistical reports.
- Experience required with relational databases and knowledge of query tools and/or statistical software.
- Experience preferred with core skills required by large academic libraries related to electronic resources management, library management system record setup and relationships, ordering and payment practices, and interlibrary loan services.
- Working knowledge preferred of integrated library, resource sharing, vendor, and collection assessment systems, e.g., Aleph, CORAL, ILLiad, GOBI, Datamart, etc.
- Experience required with MS Excel or equivalent software, e.g., Google Sheets.
- Experience required of relational desktop DBMS applications (Access, etc.) and presentation applications, e.g., PowerPoint, etc.
- Experience required in manipulating and reporting data across multiple applications, e.g., Excel, PowerPoint, Access, etc.
- Strong analytical, organizational and communication skills.
- Excellent problem-solving and decision-making skills.
- Commitment to team based operations.
- Ability to deal positively with ongoing change, ambiguity and complex problems.
- Demonstrated experience as strong team leader.
- Commitment to strong customer service.