

## Program Director, Resource Acquisitions and Discovery

The Hesburgh Libraries at the University of Notre Dame are seeking a creative, forward-thinking, user-oriented and collaborative professional for the position of Director, Resource Acquisitions and Discovery Program. The successful candidate must be knowledgeable and enthusiastic about the changing nature of librarianship, the formats of library collections, and particularly the role of cataloging and metadata in extending discovery services.

### **Responsibilities:**

The Program Director leads, shapes, and transforms the vision and practices of integrating collection description and discovery as well as the provision of materials acquired and licensed in all formats by the Libraries. The successful candidate will lead the program to re-envision traditional technical services workflows and functions to enable the program to move forward in a complex environment of evolving collections, systems, and technologies. S/he will direct the operations of the RAD program, including acquisitions and licensing of all formats of collections, interlibrary loan, cataloging and metadata services (total of 39 members), as well as co-direct the operations of a newly formed systems/discovery unit with the Program Director of Information Technology (total of 6 members).

With program stakeholders, s/he will be responsible for technical innovations, with an eye toward increasing efficiencies by defining best practices and standards, building sustainable workflows to handle increasingly heterogeneous assets, bringing high-quality content to users, and enhancing the user discovery experience by establishing policies and procedures and adopting new technologies. S/he will work closely with colleagues to allocate program resources in response to project needs, manage financial resources responsibly and provide input related to allocation of the collections budget as it impacts the RAD program.

The Program Director, Resource Acquisitions and Discovery will serve on the Library Cabinet senior leadership team and other library groups as appropriate. The Program Director reports to the Associate University Librarian for the Digital Access, Resources and Information Technology division. Responsibilities include:

- ✦ Formulates and synthesizes goals, coordinates objectives and priorities for the program in coordination with unit heads and personnel in the program
- ✦ Assists and takes the lead in planning, organizing, and implementation efforts of existing and emerging services within and across the units within the program in coordination with program unit heads
- ✦ Works with unit heads, and supervisors to reach consensus on policies and procedures
- ✦ As part of the DARIT leadership team, participates in setting library-wide and DARIT division policies

- # Assigns priorities and sets program objectives and monitors progress
- # Develops annual priorities in consultation with AUL
- # Investigates and plans for the integration of new methods of information description, discovery and delivery mechanisms
- # Manages personnel and directs and evaluates performance, providing leadership and guidance for staff and library faculty in the program along with unit managers and supervisors
- # Commits staff and resources to continuous improvement efforts
- # As part of the larger library digitization efforts, contributes to and oversees developing production measures for technical service activities and configures workflow related to metadata creation for digitization projects
- # Provides opportunities for staff and library faculty development, participation and growth, especially related to delegating responsibility for unit level performance evaluation and measures
- # Reassesses work assignments as vacancies occur based on overall needs of the program, in consultation with unit managers and library leadership
- # Contributes to the Hesburgh Libraries, the University of Notre Dame, and the profession through active participation in activities such as committee work, publishing, and service in professional organizations.

**Required Qualifications:**

- # MLS/MLIS degree from an ALA-accredited program or equivalent
- # Significant (4-7) years of progressive responsibilities with acquisitions, electronic resources, licensing, and/or cataloging/metadata description
- # Demonstrated experience applying current trends, developments, and/or best practices in technical services (i.e., RDA, linked open data, SUSHI/COUNTER, ORCID, ERMs, etc.).
- # Understanding of and experience with fund accounting
- # Knowledge of and/or experience with integrated library systems (ILS)
- # Excellent organizational skills and an ability to manage time and set priorities
- # Demonstrated leadership of teams and with innovative use of resources and emerging technologies and services.
- # Demonstrated experience managing, supervising and motivating staff
- # Ability to facilitate change
- # Effective oral, written and interpersonal skills
- # Demonstrated ability to work collaboratively and cooperatively with a diverse range of colleagues
- # Enthusiasm for an innovative and evolving work environment
- # Proficiency with creating and manipulating spreadsheets.

**Preferred Qualifications:**

- # Experience in improving user discovery experience
- # Experience in project management

**Salary and Benefits:**

Appointment salary and rank are competitive, commensurate with experience and qualifications. Librarians are non-tenure track members of the Library Faculty. The University offers an excellent benefits and annual vacation package.

**Environment:**

The University of Notre Dame is a highly selective national Catholic teaching and research university in northern Indiana about ninety miles from Chicago. Approximately 8,200 undergraduates and 3,100 graduate students pursue a broad range of studies. For more information about the University of Notre Dame, please visit the University of Notre Dame homepage at <http://nd.edu/>. The Hesburgh Libraries (<http://library.nd.edu>) hold about 3.5 million volumes and provide access to more than 23,000 serials. The Libraries have 124 staff and 50 librarians. The Libraries are a member of the Academic Libraries of Indiana (ALI), ARL, NERL and other consortia. The University of Notre Dame is an Equal Opportunity/Affirmative Action Employer strongly committed to diversity. We value qualified candidates who can bring a variety of backgrounds to our community.

**Further details & application instructions:**

This position posting and application instructions can be found on the Interfolio website: [apply.interfolio.com/30842](http://apply.interfolio.com/30842)

This position posting and additional information about Hesburgh Libraries can be found on the Libraries' website: <http://www.library.nd.edu/about/employment/>

Review of applications will begin immediately and the position will remain open until filled.

For additional information about working at the University of Notre Dame and various benefits available to employees, please visit <http://hr.nd.edu/why-nd>. The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program (<http://hr.nd.edu/employment-opportunities/dualcareer/>) in place to assist relocating spouses and significant others with their job search.

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).