



## **POSITION PROFILE FOR THE UNIVERSITY LIBRARIAN**

**NOVEMBER 2013**

The University Librarian reports directly to the Provost and Vice-President, Academic Affairs and plays a key role in the academic life of the University.

### **Key Responsibilities**

Working with the Provost and Vice-President, Academic Affairs, the University Librarian will:

1. Provide vision and leadership in the planning and development of the University Libraries, with an emphasis on research, graduate studies, and undergraduate education;
2. Ensure that the University Libraries are active contributors to the teaching, research, and outreach programs of the University;
3. Develop and promote services that respond to the needs of students and faculty, and foster connections throughout the University and with external partners;
4. Promote the use of professional standards and guidelines to ensure the quality of the collection and of services;
5. Advocate professional values in the areas of intellectual freedom, copyright and privacy;
6. Provide information and training about best practices for information gathering, organization, and assessment, in order to support the Concordia community and promote student success;
7. Identify critical University needs and lead the librarians in addressing information challenges, looking at best practices in academic libraries and existing and emerging technologies sectors;
8. Ensure responsible stewardship of the University Libraries' physical, and financial resources;
9. Work in collaboration with colleagues across the University and through external partnerships to generate the resources needed to achieve the Library's mandate;
10. Lead fundraising initiatives for the University Libraries in collaboration with the Development Officer assigned to the Library;
11. Ensure that the Library environment is a stimulating, supportive, collegial and respectful workplace where creativity, professional achievement, diversity and staff contributions are recognized;
12. Promote and support the recruitment and development of outstanding librarians and staff who are committed to excellence in service and responsiveness to users' needs;

13. Build effective relationships with the University community, including senior administration, faculty members, student bodies, and staff; and
14. Promote and advocate for the University Libraries to a broad spectrum of external constituents, including the media, community leaders, relevant professional organizations, and educational and other key institutions, locally, nationally and internationally.

### **Requirements**

15. Master's degree in Library and Information Science from an ALA accredited program, or equivalent education and training. Alternatively, a career in an academic or research library that has provided equivalent experience;
16. A record of distinguished professional accomplishment, demonstrated professional advocacy, scholarly activities and participation in professional organization at a national or provincial level;
17. Knowledge of the transformative trends and best practices in academic libraries and the current challenges facing academic libraries;
18. Record of achievement in improving the quality and scope of library collections and services, as well as a broad understanding of preservation management and curation;
19. Experience in advancing the research and teaching capacity of faculty and students at a university through provision of information services and resources, access, and collections;
20. Evidence of interest in the academic advancement of students and in the provision of library services that enhance student success;
21. A commitment to excellence in the practice of professional skills in librarianship and to mentor/encourage those in the field to develop their areas of interest;
22. An interest in the academic advancement of students and in the provision of library services that enhance student success;
23. Demonstrated experience in planning, managing and delivering complex projects in an academic library;
24. Demonstrated ability to lead skillfully the transition from a print-based organization to a digital-based culture, with emphasis on investing in staff training and development;
25. Ability to work effectively within a collegial system of governance, recognizing the roles and responsibilities of colleagues, faculty members, Board and Senate in academic governance;
26. A commitment to enhance Library resources beyond the operating budget, through grants, partnerships, outreach activities, alumni development, exchanges, private fundraising and related initiatives to make the Library an exceptional and nationally recognized institution;
27. Managerial experience in an academic or research library with demonstrated outstanding leadership skills, including a commitment to action and a demonstrated ability to collaborate, to encourage, to inspire and to mobilize others;
28. Ability to manage in a unionized environment and a broad understanding and conciliatory approach to human resource issues; and
29. Excellent communication in English is essential. Ability to communicate in French is a distinct advantage.