POSITION VACANCY ANNOUNCEMENT

POSITION: Chair, Humanities & Social Sciences Services Department

REPORTS TO: Carol Turner, Director of Public Services

SALARY: Starting salary is anticipated to be $60,000. Actual salary will reflect selected professional's experience and credentials.

REQUISITION #: 035824

DEADLINE DATE: April 30, 2006

JOB SUMMARY:

The Chair of the Humanities & Social Sciences Services Department provides leadership and direction for a large, diverse, public services department that includes Humanities and Social Sciences Reference in Library West (the main humanities and social sciences library at the University of Florida) and four branch libraries – Architecture and Fine Arts, Education, Journalism, and Music. The Chair defines goals; establishes objectives and priorities; develops, implements and evaluates plans, services and programs; and allocates resources and responsibilities in order to provide services that support the University’s academic programs in the humanities and social sciences. The Chair assesses resource needs, analyzes Department performance through statistical measurement and other methods, and provides reports on Departmental activities and accomplishments. Integrating technology with services and working collaboratively with other academic support units on campus are basic responsibilities of the position.

The Chair joins the George A. Smathers Libraries as Library West reopens in the summer of 2006. This beautiful renovated and expanded facility provides individual and group study space for library users, growth space for collections, wireless connectivity, and general and specialized computing. In addition to the reference and research assistance service point, Humanities & Social Sciences Services manages the information commons computing/technology area and two instruction/training rooms, and provides assistance for periodicals and microforms. The Chair works closely with managers and staff in Library West to ensure effective delivery of resources and services. The Chair is a key member of Public Services and Smathers Libraries management teams and works collaboratively with colleagues in the libraries and on campus.

As a tenure track library faculty member and a key manager, the Chair serves on library, university and professional committees, engages in scholarly and professional service activities, and participates in grant development and fundraising as appropriate.
RESPONSIBILITIES:

1. Provides direction and leadership to a staff of thirty (plus student assistants) in the planning, development, coordination and provision of library services that support the Humanities and Social Sciences.
2. Creates, implements, articulates and manages service programs (including reference, instruction, and the full range of branch library services) that meet and anticipate the needs of faculty, students, and staff.
3. Administers the Department’s personnel program:
   a. provides leadership to library faculty and staff
   b. mentors staff concerning their professional responsibilities, service, and scholarship
   c. supports and facilitates collaboration, teamwork, and collegiality
   d. ensures compliance with library and university personnel programs
4. Keeps abreast of new technologies and their potential contribution to library services. Encourages and leads efforts utilizing traditional and technology-based methods to deliver enhanced services.
5. Ensures that department computer hardware and software and other equipment are appropriate to meet the needs of users. The department encompasses two user training rooms, microform equipment supporting the library’s central microforms collection, a configuration of more than 100 public use computers in Library West and 50 in branch libraries, audio equipment in the Music Library, as well as printing and copying equipment, and staff equipment.
6. Communicates effectively with library users, colleagues and staff both orally and in writing.
7. Participates in appropriate decision-making, management, and functional groups and represents the Department within the Libraries and the University.
8. Participates in appropriate fundraising and grant activities.
9. Contributes to the libraries, the university, and the profession through scholarship and service activities.

QUALIFICATIONS:

Required:
1. Masters degree in Library or Information Science from an ALA-accredited program.
2. Successful and increasingly responsible for library public service programs.
3. Sound knowledge of reference and information literacy practices and standards.
4. Demonstrated skills in planning and implementing services.
5. Demonstrated supervisory skills.
6. Excellent analytical and organizational skills.
7. Demonstrated ability to establish and maintain effective working relationships with faculty, students, and colleagues.
8. Competence with information technologies and demonstrated effectiveness in integrating technology with traditional services and resources.
9. Strong public services approach, outlook, and commitment.
10. Flexible and forward-thinking approach to challenges and opportunities.
11. Effective verbal and written communication skills.
12. Record of significant contributions in service and scholarship that demonstrates the ability to achieve tenure.

Preferred:
1. Graduate degree in humanities or social sciences.
2. Experience managing reference services in an academic research library.
3. Collection management experience.
4. Branch library experience.
5. Experience in an academic library that awards tenure to librarians.
THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

Humanities and Social Sciences Services is one of four Public Services Departments (the others are Access Services, Documents, and the Marston Science Library). The Department includes a staff of 14 library faculty and 16 paraprofessional staff who manage collections and provide a full range of services. Please visit the Department’s staff web page at http://www.uflib.ufl.edu/hss/staff/ for additional information.

BENEFITS:

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

APPLICATION PROCESS:

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply.

Please reply by e-mail. Send, as attachments (MS-Word format preferred), a cover letter, resume and list of three references. Include address, telephone and email information for references. Please include a 250-word document expressing your opinion on the topic, “Describe your vision of how to maintain the relevance of the Academic Library in the 21st century.” Apply by April 30, 2006 (applications will be reviewed as received). All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at: brikeit@uflib.ufl.edu