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Position #: (NUNC) (E) .106888
Developed by:.....MBS; DDeH
Reviewed by:.....SG
Approved by:.....LK
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**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Dean, University Libraries
DIVISION: Academic Affairs
REPORTS TO: Provost and Vice President for Academic Affairs
GRADE: 19
SUPERVISES: Faculty and support staff

BASIC FUNCTION:

Provide strategic leadership in collaboratively developing a vision and strategic plan for the University's Libraries in Kingston, Providence, and the Narragansett Bay Campus and leads the Libraries in meeting their mission. Responsible for the effective administration of the University Libraries, providing operational leadership and functioning as the chief fiscal officer for the Libraries; oversees all Library facilities, faculty, and staff. Lead in cultivating external relations and fundraising opportunities in support of University Libraries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Facilitate the continuing transformation of the University Libraries into a learning/knowledge commons that integrates diverse resources, seek new opportunities, engages with the community, collaborate with university academic units, and sustain a vibrant research and learning community.

Implement a strategic plan to advance the Libraries' vision and mission.

Provide overall management of all library personnel and operations and the application of emerging information technology.

Advance the evolving and contemporary digital dimensions of academic libraries and open access in keeping with public research institution needs and directions associated with the digital library of the 21st century.

Promote and advance library programs and services that address the needs of diverse students, staff, faculty, and the community.

Develop strong collaborative relationships with deans, the Provost, faculty, and other administrators and maintains good relationships with students, faculty, staff, and the community.

Foster professionalism, diversity, and a positive work/learning environment in the University Libraries.

Oversee the Library budget, strategically allocates its resources, and provide clear communication about budget priorities.

Represent and promote the University Libraries formally and informally throughout the state, region, and community. Take a leadership role in library services in the state, region, and community. Participate actively in relevant professional associations.

OTHER DUTIES AND RESPONSIBILITIES:

Attend and participate in Council of Deans' deliberations and Faculty Senate meetings, and actively participate in administrative, academic, and social affairs of the University.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree from an ALA-accredited program; Minimum five years of leadership and administrative experience in an academic or research library; Demonstrated broad knowledge of information technologies and other advanced online library environments; Demonstrated planning and analytical skills; Demonstrated understanding of issues facing research libraries; Demonstrated record of professional achievement; Demonstrated ability to lead state/regional cooperative activities; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations; Demonstrated ability to work with diverse groups/populations; and, Demonstrated commitment to advancing diversity and equal opportunity for all.

PREFERRED: Demonstrated additional advanced degree; and, Demonstrated success in fundraising and/or securing government or private support.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.