

**Dean of University Libraries  
University of West Florida  
Position Description**

The Dean of University Libraries is responsible for providing strategic leadership in the Libraries' mission to support the educational, research, and service missions of the University. The Dean is responsible for all areas of library administration and operations, including strategic and policy planning, fiscal management, library services and collections, technology, development and fund-raising, and supervision of personnel, facilities, and equipment. The Dean is the spokesperson for the Libraries, representing UWF in regional, statewide and national library initiatives.

**Rank:** University Librarian

**Responsible to:** Provost

**Qualifications and Experience**

**Required**

- A Masters in Librarianship/Information Sciences from an ALA accredited institution, Doctorate preferred.
- A record of distinguished scholarly and professional achievement appropriate for appointment at the rank of University Librarian.
- Evidence of progressively responsible administrative experience within an academic library environment.
- Practical knowledge and experience in the role and impact of current and emerging technologies in an academic library environment.

**Desired**

- Experience with comprehensive and strategic planning, project management and the implementation of innovative projects.
- Demonstrated leadership in budget management and fundraising in an academic environment.
- Record of active involvement and leadership in professional organizations.
- Understanding of and significant experience in addressing the major challenges facing academic libraries today.
- The ability to foster an open, creative, and collaborative environment in the libraries.
- An entrepreneurial approach to addressing emerging trends and to garnering resources to support innovation.
- The ability to effectively communicate an informed vision of the library in the 21<sup>st</sup> century and to translate that vision into practice.
- The ability to work productively with faculty and university administration.
- A comprehensive understanding of the technology-driven information environment.
- A commitment to a client-centered service philosophy.

**Responsibilities**

**Strategic and Policy Planning**

- Providing leadership in developing a vision, strategic directions, and policies which recognize the changing and expanding roles of the Libraries in providing support to the educational and research mission of the university.
- Working collaboratively with academic deans and administrative support areas to ensure integration of library planning into overall academic planning, including innovative approaches to scholarly communication.

**Fiscal Management**

- Preparing, justifying, and managing a library budget appropriate to the library's mission and objectives.
- Using financial resources efficiently and effectively.

- Developing entrepreneurial fundraising initiatives to meet library objectives.
- Promoting the library's need for gifts and donations.
- Encouraging submission of grants appropriate to address library services and collections.

**Collections**

- Providing varied, authoritative, and up-to-date resources that support its mission and the needs of its users.
- Developing of print and electronic collections which best meet the needs of library users regardless of location.
- Ensuring that equitable access is available to all.
- Working collaboratively with consortia to provide access to extended resources as needed.

**Services**

- Fostering a client-centered service philosophy.
- Providing innovative library services to meet needs of faculty and students in a rapidly changing and complex research environment.
- Assessing services and identifying areas for enhancement.
- Fostering an innovative climate to meet the changing information and research needs of library users.

**Personnel**

- Hiring and evaluation of highly qualified library personnel in order to meet the educational needs of UWF students, faculty, staff and extended community.
- Empowering the library faculty to be actively engaged in activities that support the university's mission.
- Fostering professional growth of library personnel that places priority on learning and scholarly accomplishments, collegiality, diversity, professional leadership, community engagement and creative activities.
- Actively supporting university goals of developing a diverse staff appropriate to meet the needs of an increasingly diverse university community.

**Outreach**

- Serving as an advocate for the library, building goodwill and collaborative partnerships that promote the library and university.
- Engaging vigorously in fundraising, development, marketing, and public relations initiatives.
- Participating actively in consortia and professional organizations.

**Technology**

- Fostering the development and implementation of current and emerging library and information technologies designed to enhance user's access to resources.
- Working collaboratively with library staff, Information Technology Services staff, other appropriate university offices and personnel, and the Florida Center for Library Automation to ensure that library technology remains current and adequate to meet the information and research needs of users.