POSITION: Assistant Director for Health Sciences Library (HSL) and Henry R. Winkler Center for the History of the Health Professions (Winkler Center) Operations

EFFECTIVE DATE: April 1, 2015

POSITION SUMMARY: The Assistant Director for HSL and Winkler Center Operations provides leadership and coordination for the daily operations of the Health Sciences Library and Winkler Center. In collaboration with other members of the HSL leadership team, the Assistant Director assists with development of policies and procedures, implementation of the UC Libraries strategic plan, facilities management and scheduling, and financial and human resources allocation. The Assistant Director plays a central role in developing new programs and coordinating collection development and management.

RELATIONSHIP/AUTHORITY: Reports to and receives general direction from the Associate Dean of Library Services and Director, Health Sciences Library. Works closely with the HSL Assistant Director for Research and Informatics and the HSL Director of Technology Services. Supervises HSL Circulation and Winkler Center archivist and staff. Provides functional supervision for Information Services librarians.

DUTIES AND RESPONSIBILITIES:

1. Develops and manages services and staffing for the Winkler Center and HSL public services.
2. Assists with planning and development of policies and procedures for the HSL and Winkler Center.
3. Coordinates facilities management and scheduling for HSL and Winkler Center spaces.
4. Assists with financial and human resources allocation.
5. Participates in the implementation of the UC Libraries strategic plan, with special emphasis on initiatives relating to research and health informatics.
6. Manages the Winkler Center’s operational expenditures and monitors annual budget.
7. Serves as staff to the Winkler Center Advisory Board.
8. Takes a leadership role in HSL collection development and management activities.
9. Fosters a creative, team-based, and entrepreneurial working environment. Maintains an atmosphere conducive to learning, productivity, and job satisfaction for faculty and staff. Evaluates and mentors faculty and staff.
10. Coordinates assessment of user needs, evaluation of services/programs, and marketing and planning activities in collaboration with the HSL leadership team.
11. Represents the HSL and the Winkler Center to internal and external organizations.
12. Provides support for digital scholarship, the UCL digital repository and scholarly communication.
13. Works collaboratively with Director of HSL Technology and Services to manage and apply emerging technologies to public services.
14. Works collaboratively with other UC Libraries faculty and staff.
15. Provides oral and written reports as directed.

An affirmative action/equal opportunity institution
16. Participates in professional and service activities that enhance the mission of UC Libraries.

REQUIRED QUALIFICATIONS:

1. Master’s degree in library science or information science or a graduate degree in a related field.
2. Strong commitment to innovative and responsive customer service.
3. Demonstrated understanding of trends and issues in the field of health sciences information.
4. Experience managing staff.
5. Knowledge of current computer technologies in libraries and services and ability to plan and implement innovative technology solutions.
6. Entrepreneurial attitude to developing services; self-motivated, with the ability to set and attain goals effectively and the flexibility to adapt to change.
7. Excellent written and oral communication skills. Demonstrated analytical and problem solving skills.
8. Ability to lead a team effectively.
9. Commitment to professional growth and development.
10. Physical requirements include the ability to think analytically, to use effective verbal and written communication, including the use of computer technology, and to remember details and concentrate on tasks.

DESIRED QUALIFICATIONS:

1. Additional graduate degree or education in a related field.
2. Experience in an academic health sciences or research library environment.
3. Experience with health sciences print, electronic, and historical resources.
4. Experience with developing and managing library budgets.