POSITION: Head of the Albino Gorno Memorial Music Library, University of Cincinnati College-Conservatory of Music (CCM)

EFFECTIVE DATE: October 2015

GENERAL DESCRIPTION: The Head of CCM’s Albino Gorno Memorial Music Library provides leadership for the delivery of responsive, innovative and quality services that support the current and future needs of a highly interdisciplinary College community http://www.libraries.uc.edu/ccm.html

The Head
- Directs the work of the CCM Library and supervises staff.
- Cultivates and maintains strong working relationships with students, faculty, staff, and library administration, and outside partners.
- Works collaboratively with CCM faculty, librarians, and others to develop and coordinate both digital and print collections and services.
- Serves as an advocate for library users. Assists with the development of policies and procedures.
- Actively participates in and supports UCL digital humanities initiatives and participates in the success and development of other University of Cincinnati Libraries’ strategic initiatives.
- The Head serves as a member of the Management Council of the UC Libraries.

RELATIONSHIP AND AUTHORITY: Reports to and receives direction from the Associate Dean of Library Services. Receives guidance from and consults with the Associate Dean for Special Collections & Digital Content and the Senior Advisor to the Dean for Collections. Supervises faculty and staff in the department.

DUTIES AND RESPONSIBILITIES:

1. Leads staff in the development of a shared vision for CCM’s Albino Gorno Memorial Music Library. Oversees the implementation and assessment of initiatives that support the vision; and, analyzes and reshapes departmental services. Creates service policies and collections in response to evolving and rapidly changing user needs.
2. Provides strategic leadership and accepts and executes responsibility and accountability for physical facilities, security, services, collections, technology, departmental budgets and personnel (faculty and staff).
3. Leads organizational change working closely with the Associate Dean of Library Services. Fosters a respectful, creative, team-based, and entrepreneurial working environment. Maintains an atmosphere conducive to learning, productivity, and job satisfaction for faculty and staff. Fosters an environment of continuous improvement for all staff. Hires, evaluates, and mentors faculty and staff. Provides needed training.

4. Leads groups and teams within a matrix library organizational structure. These groups may be comprised of staff within the department or shared with other UCL departments/units. Teams would function as a model of cooperation, agility, effective communication and collaboration.

5. Provides reference, research and instructional services in an increasingly online environment. Coordinates circulation, reference and research online content. Prepares user guides.

6. Promotes information literacy and digital literacy through library instruction appropriate to the curricular needs of CCM Library users, working collaboratively with both the teaching faculty and library colleagues. Develops innovative services that transform learning. Delivers a broad array of instructional services including web content and resource guides.

7. Leads initiatives that create and foster digital learning and faculty-engaged programming.

8. Identifies, leads, and engages with transdisciplinary, digital humanities projects aimed at producing globally accessible collections and new modes of discovery, inquiry and knowledge.

9. Responsible for the internal operations of the unit and facility management, including equipment needs, and departmental budgets.

10. Develops the collection in all formats, including liaison with selectors in related programs to assure currency and relevancy of the collection. Manages fund expenditures in assigned subject areas. Liaison with selectors from other OhioLINK institutions on statewide collection development matters.

11. Participates in assessment and the evaluation of services as appropriate. Maintains appropriate statistics and records and prepares reports as needed.

12. Actively participates in Management Council, library committees, meetings and workshops as appropriate.

REQUIRED QUALIFICATIONS:

1. Master’s degree in library or information science/management or a comparable combination of education and experience.

2. Undergraduate degree (major or minor) in music-related discipline or equivalent.

3. At least five years’ of professional library experience (research, instruction, collection development or other relevant experience) in an academic, special or research library environment.

4. Demonstrated ability for strategic thinking, embracing change and a new organizational structure, risk-taking, collaborative working, embracing ambiguity, and thinking beyond the internal library organizational structure to identify and support what is important to students and faculty.

5. Entrepreneurial attitude toward developing services and spaces with the ability to set and attain goals effectively.
6. Proven ability to lead groups and promote teamwork within a matrix library
organizational structure that are not direct reports and work at a high level of
collaboration and communication.
7. Record of successful supervisory experience with a commitment to mentoring, training,
and staff development.
8. Knowledge of and skills in the use of a broad range of electronic resources and services,
and the Internet.
9. Knowledge of initiatives and trends related to research in the field of music and to the
evolving scholarly communication landscapes.
10. Knowledge of at least one modern European language.
11. Demonstrated commitment to providing highly responsive public service in a rapidly
changing environment.
12. Ability to facilitate and adapt to change, and balance varied responsibilities.
13. Effective interpersonal and communication skills.
14. Demonstrated analytic skills and problem-solving skills.
15. Ability to work independently and to contribute positively to a collegial team
environment.
16. Demonstrated ability to provide leadership, manage change, and to view issues from a
library-wide perspective.
17. Ability and interest in fulfilling the university’s requirements for reappointment,
promotion and tenure. Commitment to professional growth and development.

PREFERRED QUALIFICATIONS:
1. Graduate degree in music or related field.
2. Demonstrated accomplishments with the application of information technologies to
serving the needs of users.
3. Fundraising and grant writing experience.
4. Demonstrated ability in classroom teaching.