

JOB DESCRIPTION

Position	Librarian (Collections & Resource Management)	Hours	Per the Collective Agreement
Dept	Library & Cultural Resources	Date	January 2020
Reporting To	Dean, Library & Cultural Resources	Group	CBUFA

PURPOSE:

Reporting to the Dean, Library and Cultural Resources, the Librarian (Collections and Resource Management) is responsible for managing the development and maintenance of the Cape Breton University Library resources in support of the University's mission for teaching and learning, research and creative endeavours, as well as student success and achievement.

SPECIFIC RESPONSIBILITIES:

- Oversees all aspects of monograph, serials, and electronic resources acquisition, including e-resource licensing and management.
- Implement effective collections strategies based on local needs and broader innovations in academic library collections.
- Works closely with the Dean managing the collections budget including establishing priorities and reconciling the end-of-year budget.
- Serves as the contact for consortial purchasing and partnerships (CAUL collections committee, CRKN, etc.) and prepares recommendations on purchasing to Dean.
- Explores and integrates appropriate emerging technologies into acquisitions practices to assure effective workflows.
- Write and maintain documentation relevant to cataloguing and metadata for digital collections. Maintaining current knowledge of changes to cataloguing standards and rules.
- Provides training and supervision for ILL, acquisitions, cataloguing, serials, and reserve staff.
- Maintains close relationships with all library functions (cataloguing, circulation, digital services, interlibrary loan, library systems, media resources, research and reference services, and special collections).

- Works closely with Librarians/Archivist regarding the allocation of their collection budgets and their identification and selection of items within those allocations.
- Collects statistics and maintains accurate records for the acquisition of monographs, serials, and electronic resources.
- Participates in planning, implementing, and configuring the integrated library system (ILS) as it pertains to acquisitions, serials, and e-resource functions and public display.
- Participates in information literacy instruction and related general responsibilities of a library faculty member (i.e. work performance; scholarly activity; and service to the University and community).

QUALIFICATIONS:

Required:

- An ALA accredited MLIS or equivalent degree.
- Minimum of three (3) years of experience as a professional librarian in an academic setting, with increasing levels of responsibility (e.g. managing staff, projects, resources, budget).
- Experience envisioning, establishing, and implementing high-level collections strategies in support of research, teaching, and learning.
- Evidence of substantial professional experience with collection development (open and paywalled), management and assessment.
- Experience with ALMA and Primo.
- Strong background in cataloguing.
- Exceptional leadership skills with a demonstrated commitment to collaboration and the ability to articulate priorities and values across a diverse constituency.
- Experience supervising and mentoring a diverse group of staff and developing a collaborative and supportive and team culture.
- Excellent interpersonal skills, oral and written communication skills, and presentation skills in English.
- Evidence of experience with integrated library systems/library services platforms and technologies for resource discovery, learning management and reserves.
- Strong analytical, organizational, and problem-solving skills.

Preferred:

- Demonstrated initiative, self-direction, and innovative thinking.
- Knowledge of current and emerging acquisitions, electronic resources, and serials control best practices.
- Skills in using computer applications including spreadsheets, databases, and word processing (Microsoft Office preferred).
- Ability to work effectively both as a team member and independently.
- Demonstrated experience leading and managing complex projects.

- Demonstrated user-centered service philosophy and client focus, with exceptional ability to build partnerships with colleagues, users and partners on campus and beyond.
- Experience with vendor relations and consortial purchasing.

Librarian (Collections & Resource Management)

Date

Human Resources Department

Date